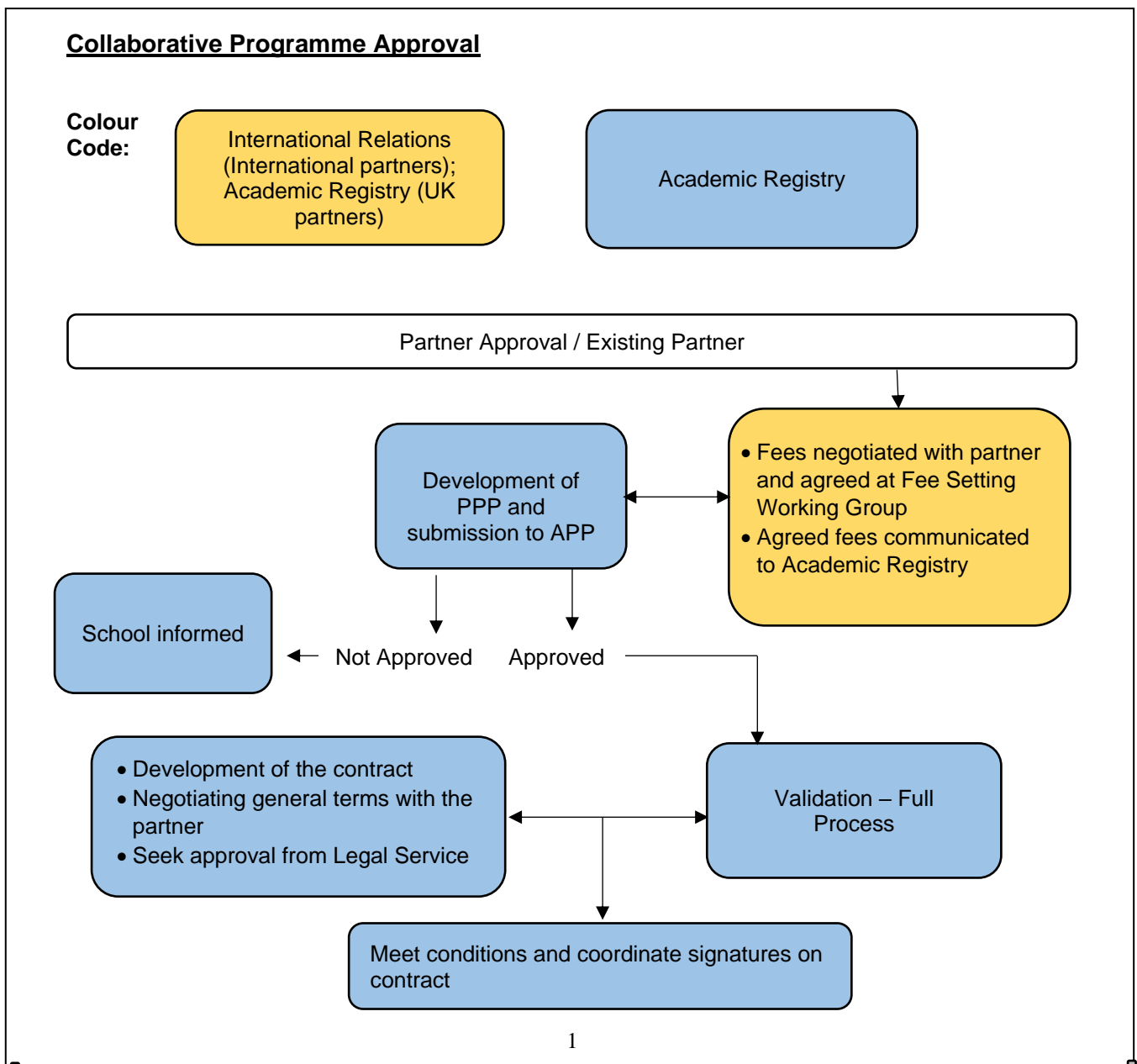


## Collaborative Programme Approval Process

1. Consideration of a collaborative programme proposal or arrangement can take place after an organisation has been approved as a partner of the University.
2. Approval requires completion of the following:
  - Planning and Strategic approval, including agreement of the financial arrangement (Initial Business Case) and strategic approval for the programme development to take place.
  - Validation – quality approval of the programme and the detailed agreement of roles and responsibilities.
  - Development and approval of the contract.

*Table 3 – Collaborative programme approval*



### *Setting Financial Arrangements*

3. Liverpool John Moores University uses agreed standard fee structures for its collaborative partnerships. This includes a standardised minimum fee and minimum guaranteed cohort sizes. International Relations / Academic Registry are responsible for leading the process of fee setting, negotiation and approval.
4. When a new programme is being proposed with a new partner, the initial discussion of fees will take place at during the [Partner Approval Process](#) in development of the Collaborative Business Case. When a new programme is being proposed with an existing partner, discussion of fees will take place early in the process, prior to consideration by Academic Planning Panel. Collaborative Business Case proposals will be informed by a costing exercise, completed by International Relations / Academic Registry.
5. The proposed fee will be initially negotiated with the partner and the Liverpool John Moores University School Director. The outcome of this negotiation should include the following information:
  - Fee to Liverpool John Moores University per student
  - Number of intakes per year
  - Minimum annual / cohort fee (*confirmation of whether this will apply on an annual or a cohort basis*)
  - Agreed minimum number of students
  - Date the financial terms were agreed with the partner

### *Approval of Financial Arrangements/Collaborative Business Case*

6. The Collaborative Business Case is considered and endorsed by the Faculty Management Teams of any relevant Faculties.
7. The Collaborative Business Case is considered for approval by the Fee Setting Working Group (FSWG).
8. Once agreed and approved, the financial arrangements will be shared with Academic Registry for progression to the Academic Planning Panel (APP) and inclusion in the draft Partnership Agreement. In addition, the Academic Registry will then liaise with Finance in order to set up the new cost code for the partner programme.
9. Fees will be reviewed and updated periodically when a contractual agreement is being renegotiated, and the process above will be followed.

### *Programme Proposal*

10. The Faculty Lead completes the [Programme Proposal Proforma \(PPP\)](#), in discussion with the partner programme team where necessary.
11. The PPP will include confirmation that the fees for the proposed programme have been agreed, in line with the discussion above.
12. The PPP needs to be considered for approval by:
  - Director of School, who will consider the business case for the programme and are required to confirm that all areas of the School are aware of the proposal;

- Faculty Management Team, who will consider the strategic fit of the programme within the existing portfolio and Faculty strategic plans.
13. The Faculty Registrar can provide support and guidance to the Faculty Lead in completion of the PPP and approval through the School and Faculty.

#### *Planning and Strategic Approval*

14. The Academic Planning Panel (APP) is responsible for strategic approval of programmes, ensuring that all applications are consistent with the University's strategic and operational planning processes.
15. The Faculty Registrar will submit the Faculty approved PPP for consideration by APP. The approved financial arrangement should be appended to the completed PPP. APP will consider the PPP and decide whether the programme(s) should be developed.

#### *Validation*

16. The validation process can be initiated either:
- For new programmes with existing partners, once the Collaborative Business Case has been approved by FSWG, or
  - For new programmes with new partners, once a proposal has been agreed by Academic Planning Panel.

All arrangements will be subject to APP approval, which should normally be in place before final validation consideration can take place. All collaborative programme validations are managed by AR. Full guidance is available in the Guidance for Collaborative Validation available [here](#).

17. While the validation activity is ongoing, work will also take place to develop the contractual agreement or variation (see Management of Collaborative Contractual Agreements).