



Management of Collaborative Contractual Agreements

Types of Contract

1. The following documents represent a 'contract' between the University and partner organisations. Each agreement has a specific use and legal status. They are:
 - **Articulation Agreement**
 - **Partnership Agreement**
 - **Student Exchange Agreement**
 - **Heads of Terms or Other Agreement**
2. Collaborative contracts must be signed in line with the University's Scheme of Delegation (see [Constitutional Documents](#) for details).
3. Articulation Agreement – Articulation Agreements are the mechanism for formalising arrangements with organisations whose approved programmes give successful students the opportunity to enter named Liverpool John Moores University programmes with entry at an advanced stage.
4. Partnership Agreement – The Partnership Agreement is the legally binding contract between Liverpool John Moores University and the partner organisation. This agreement sets out the main terms and conditions of the relationship between Liverpool John Moores University and the partner organisation for the delivery of the programme(s) detailed within.
5. Student Exchange Partnership – The Student Exchange agreement covers bi-lateral student exchange between Liverpool John Moores University and a partner institution. The agreement is used whereby the home institution recognises the equivalence of the credits, which the student undertakes at a host institution a part of their degree award.
6. Heads of Terms or other Agreement – these may be requested on case-by-case basis and would need to be considered and approved by Legal and Governance Services (LGS).

Development of the Agreements

7. Wherever possible Liverpool John Moores University agreements are based on templates developed by LGS.
8. The development of agreements will be managed by International Relations for Student Exchange Partnerships and by Academic Registry for all other agreements. This will involve consultation with the partner and LGS.
9. Academic Registry will maintain oversight of all contracts.
10. The Agreement should be in place before a collaborative partner can advertise a programme, make formal offers to students or start delivery. If a partner would like to advertise a programme before the written contract is in place with the University, a

request can be made to the Academic Planning Panel to advertise the programme as 'subject to validation'. The written contract will still need to be in place before any offers are made to students and before the programme can commence delivery and enrol students.

11. Academic Registry will monitor the timely completion of agreements, and will maintain ongoing dialogue with Schools/Faculties with regard to progress and next steps.

Approval and Submission for Signature

12. Before an agreement is forwarded for signature, it will be ensured that:
 - Any relevant quality approval activity of the programme(s) and/or arrangement(s) that the agreement refers to have been completed and signed off;
 - Any outstanding actions from Liverpool John Moores University's partner level approval have been completed and / or taken into account;
 - The content of the agreement has been approved by the partner institution;
 - The content of the agreement is in line with the expectations of Legal and Governance Services.
13. Usually, two hard copies of the Agreement are prepared for signature. Alternatively, electronic versions can be prepared for electronic signature, where this has been agreed with Legal Services. The Agreement and a short summary to brief the signatory, are sent to the University Registrar and Deputy Chief Executive, who endorses that the Agreement is ready for signature.
14. Once the Agreement has been signed on behalf of the University, the Agreement (both copies if physical copies are being prepared), are then sent to the partner organisation for signature.
15. Once both organisations have signed the agreement, the programme(s) is/are in a position for new students to be enrolled and for delivery to begin.

Formal Record

16. The signed copies of the contract will then be saved as a formal record, one by the partner and one by the Secretariat. A scanned electronic copy will also be saved as a central University record.

Re-negotiation of Contractual Agreements

17. The Renegotiation of a Contractual Agreement will include a number of stages:
 - Confirmation that the partnership will continue (Partnership Review)
 - Confirmation of the financial arrangements for the new contractual term
 - Confirmation of Academic Quality approval
 - Approval of the agreement by Legal Services and the partner