



Partnership Review

1. The Liverpool John Moores University partnership review process consists of two separate components, and have been designed to ensure that the University is meeting its responsibilities in relation to periodic review of the financial, legal, ethical, and reputational risks relating to our work with Partners. The two components are:
 - a. Annual Partner Audit – completed by International Relations (for international partners) / Academic Registry (for UK partners) and reported to the Collaborative Provision Panel (CPP);
 - b. Partnership Review – to take place towards the end of a contractual arrangement, in order to inform the contractual renewal process.

Annual Partner Audit

2. Annual Partner Audit (APA) takes place in relation to all collaborative partnerships and will apply to:
 - Partners offering Collaborative programmes where a partner is involved in the delivery of Liverpool John Moores University credit will be required to complete Partnership Review activity.

Please note the following exceptions:

- Partners where activity is limited to non-credit bearing study abroad or split-site/dual PhD activity, where the activity is of lower risk.
 - A partner where all programme(s) are closing.
3. The APA process will be reported to the last CPP meeting of the academic year. The APA will include consideration of the following per partner:
 - Summary details of the scope of the partnership, including the number and status of programmes and Schools/Faculties involved.
 - Student numbers against target.
 - Income against contracted income.
 - Review of the payment history for the academic year, including the timeliness of payments made.
 - Spend on the project/programme against budget.
 - Review of web/marketing at the partner.
 - External influences market changes that may affect the viability of the partnerships (i.e. new competition, changes in political landscape, new laws / regulations).
 4. Any issues or concerns will be highlighted and reported to CPP.

Partnership Review

5. Partnership Review applies to:
- Partners offering Collaborative programmes where a partner is involved in the delivery of Liverpool John Moores University credit will be required to complete Partnership Review activity.
 - Credit bearing bi-lateral exchange agreements.
 - Split-site and dual PhD arrangements.

Please note the following exceptions:

- Partners where activity is limited to non-credit bearing study abroad where the activity is of lower risk.
 - A partner where all programme(s) are closing.
6. The schedule of activity will be agreed by the University. Exceptionally, the Partnership Review process can be instigated ahead of the scheduled Academic Year, if there are perceived issues, arising for example from the Annual Partner Audit. An informed decision on whether to instigate the process will be made by the Academic Registrar.
7. It is noted that this process will not replace the other existing University processes such as Continuous Monitoring and Enhancement (CME), validation and periodic programme review and quinquennial reviews, as consideration focuses on a different aspect of activity.
8. A Partnership Review will take place within a scheduled Academic Year, and the review activity should normally be completed and signed off by May of that Academic Year, normally prior to the year that the contract expires.
9. A summary report of activity will be compiled by Academic Registry and reported to the Collaborative Provision Panel (CPP).
10. The process will take place in a number of stages:
- Completion of the Partnership Review Template and supporting evidence
 - Consideration and sign-off of the Partnership Review – virtual activity.
 - Partnership Review Meeting – to take place only when required, based on the evidence provided.
 - Summary Report and sign-off that activity has been completed – annually monitored by CPP.
11. A summary of the process can be found on p5 of this guidance.

Completion of the Partnership Review and supporting evidence

12. The completion of the Partnership Review will be co-ordinated by Academic Registry, and will include in summary the following information:
- Summary details of the scope of the partnership, including the number and status of the programmes and Schools/Faculties involved
 - Due Diligence – full due diligence to be completed as outlined within the Partner Approval Process, and should be included as evidence within the Partnership Review. Consideration of the Due Diligence Checklist will take place at Faculty Management Team and CPP alongside the full Partnership Review evidence.
 - Completed Annual Partnership Audits for the partner for the previous three years.

- Additional narrative – this will be completed by International Relations and Academic Registry, in discussion with relevant Schools, and will provide discussion of key points relating to the operation and performance of the programmes and partnership, and identify future possibilities where relevant.
 - other partnership activity,
 - any proposed programmes in development
 - PSRB or other ‘in country’ oversight
 - any significant themes raised through quality processes and partnership working.

Consideration and sign-off of the Partnership Review

13. Once the Partnership Review and supporting evidence is completed, this will be circulated electronically to the following for consideration and sign off:
 - Faculty Management Team (FMT) – for all Faculties working with the partner
 - CPP
14. The FMTs of all relevant Faculties are required to confirm that Partnership Review has taken place and that continuation of the partnership is supported.
15. The CPP will provide final approval.

Partnership Review Meeting

16. Any of the FMTs or the CPP, when reviewing the Partnership, can propose a Partnership Review Meeting. The CPP will decide if a meeting is required, and identify the appropriate participants. This is primarily a University meeting. Partner staff can be invited (to attend either physically or remotely) if it is considered appropriate or necessary.
17. The partnership review meeting will be Chaired by the Chair of CPP or nominee.
18. A member of Academic Registry will attend to keep a formal record of the meeting. Any agreed actions will be recorded in an action plan and added to the Supporting Evidence for the definitive record of the Partnership Review.
19. If these actions could result in changes to the existing validated arrangement or contractual arrangement, Academic Registry, International Relations and / or Legal and Governance Services will need to be consulted, in order to ensure that due process is followed (e.g. programme amendment process, re-costing, contract negotiation).

Notification to the Partner

20. Where the outcome of the Partnership Review is an agreement for continuation of the partnership, the Partner will be contacted to initiate development and agreement of the new contract.
21. Where a Partnership Review Meeting is required, notification to the partner by Academic Registry will take place following agreement of the Action Plan.

Summary Report and sign-off that activity has been completed

22. A report will be completed by Academic Registry, to record:
- Confirmation that expected activity has taken place
 - Progress against action plans that have been developed
 - Monitoring of action plans that is required
 - Confirmation for contractual renewal and / or termination activity to proceed
 - Any themes noted through consideration and sign-off of the Partnership Review
 - Any suggested actions for the University or changes to process
 - Examples of Good Practice
23. The summary report will be submitted annually to the Collaborative Provision Panel.

Summary of the Partnership Review Process

