

## Collaborative Partnerships – Operating Arrangements

The intention of this document is to ensure that key information around the proposed operating arrangements are set out at an early stage. The points referenced are subject to change at fee setting stage of programme development. This document is not exhaustive and is not intended to be legally binding. The collaborative arrangement between the parties is subject to a formal legal contract being agreed between the parties and fully executed.

### The Partner will:

- Enrol students in the first instance and provide LJMU with a limited data set.
- Appoint a Programme Leader as a key contact with LJMU for the operation of the programme.
- Arrange for student advice and support services, such as counselling, welfare, financial advice, careers advice for students on the programme.
- Provide the human, physical and electronic resources to deliver the programme, unless explicitly agreed otherwise.
- Arrange a graduation or celebration event, for students who successfully complete the programme(s), as and if required.
- Ensure that any public information developed for any LJMU validated programmes is in line with LJMU expectations.
- Operate the programmes in line with the LJMU Academic Framework, Academic Policies and the agreements outlined at validation stage.
- Operate in line with the expectations and processes detailed in the Framework for Quality and Standards, including validation, periodic review, continuous monitoring and external examiner oversight.
- Be responsible for registration of the programme(s) with the Student Loans Company (SLC), if required.
- *UK programmes only* – Be responsible for issuing the CAS (Confirmation of Acceptance to Study) numbers to any international students, if required.
- *International programmes only* – be responsible for any in-country approvals, if required.

### LJMU will:

- Provide approved staff and registered students with an LJMU username and password.
- Provide a Link Tutor to help oversee the quality of the programmes and to act as a key contact.
- Provide access to Canvas software for staff and students.
- Provide access to library online study skills resources.
- Provide access to online library resources, where this is possible in line with licence restrictions (see [Library Services webpages](#) for further information).
- Provide access for approved collaborative staff to the University's WebHub online solution to view and interact with the partners own student data.
- Chair and administer Boards of Examiners (including required pre-board processes).
- Provide a certificate and transcript to all students who successfully complete validated programmes.
- Manage and oversee quality processes in relation to all collaborative programmes, including validation, periodic review, continuous monitoring and external examiner oversight.

Please see further details here:

[Advice and Guidance | Liverpool John Moores University \(ljmu.ac.uk\)](#)