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| **PARTNERSHIP TEACH-OUT PROCESS** |

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# INTRODUCTION

## 1.1 Purpose of the Teach-Out Process

The Teach-Out process is designed to assist the University and the Partners in implementing the necessary quality assurance activities when a partnership or course comes to an end.

## 1.2 Scope of the University Teach-Out Process

The process is relevant to University and Partners staff, and it should be read in conjunction with the relevant Operations Manual and its supporting documents, which include:

**The Contract for Collaborative Provision between the University and the Partner**

The Contract for Collaborative Provision (CCP) details the contractual arrangements between the University and the Partner, the Financial Memorandum and the Schedule of Approved Courses, locations of delivery and agreed minimum target numbers. The formal CCP contract is coordinated, managed, and updated by the School(s) in conjunction with the Department of Legal and Governance Services.

**The Student Protection Plan**

The Teesside University Student Protection Plan, which can be found in the [**Student Handbook**](https://www.tees.ac.uk/studenthandbook/)on the University website, sets out what students can expect to happen should a course, campus, or institution close. The purpose of the Plan is to ensure students can continue and complete their studies or can be compensated if this is not possible.

**Teesside University Student Handbook**

The [**Student Handbook**](https://www.tees.ac.uk/studenthandbook/)outlines the services and facilities available to University students and the relevant University regulations which impact the student learning experience.

**Teesside University Quality Framework**

The [**Quality Framework**](https://www.tees.ac.uk/sections/about/public_information/quality_framework.cfm) sets out the necessary quality assurance and regulatory procedures to ensure effective planning, assessment, quality assurance and enhancement of courses. The Quality Framework also contains relevant information connected with collaborative provision to support the above procedures, including necessary annexes and links to guidance and forms. Partners are advised to refer to the Quality Framework, which signposts Partners to relevant sections of quality assurance activity and University regulations and policies. **Chapter E: Institutional Approval and Review of a Partner, as defined by typology**, is particularly relevant to partners of the University, including Employer Partners.

# CLOSING OF PARTNERSHIPS AND COURSES

When an agreement has been reached between the University and a Partner to formally close a partnership and/or a course(s), the procedure In **Appendix 1** details the University’s Teach-Out process. The primary aim is to support students enrolled on a University course to complete their studies.

The reasons for a partnership ending may vary; for example, the partnership agreement may not be renewed, a change of priorities, or circumstances that require the termination of the agreement. Further information about the closing or ending of a partnership can be found in the CCP or by contacting the University’s Legal and Governance Services Department.

The University will normally seek to continue a partnership until all enrolled students have completed their course. Where this is not possible, the University will implement appropriate mitigating actions outlined in its Student Protection Plan.

The Teach-Out process may vary depending on the partnership, for example, the number of students enrolled, the typology of courses, and if the Partner is an employer, a UK partner through the Teesside University Collaborative Partnership, or a TNE Partner.

# TEACH-OUT PROCESS

The Teach-Out process ensures enrolled students can finish their studies and receive the necessary support and resources. The standard Teach-Out process can be found in **Appendix 1, Teach-Out Process**:

**Appendix 1: Teach-Out Process**

| **Step** | **Summary** | **Lead** | **Roles and Responsibilities** |
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| 1. Instigation of the closure of a partnership or course(s). | The Associate Dean (International, L&T, or EKE) with the most involvement with the Partner will normally lead on the closure of the partnership or course(s).  For the purposes of this Appendix, they will subsequently be referred to as the “Lead Associate Dean” In some cases, for example, where there is more than one school involved, the Pro Vice-Chancellor (International, L&T or EKE) may play a more active role, working with the Lead Associate Dean. | Lead Associate Dean | * The Lead Associate Dean will normally lead on the closure of the partnership or course(s). Including:   + Seeking an agreement from the University Executive Team for the closure of a partnership or course(s).   + Consultation with the Director of Student Learning & Academic Registry (SLAR), the Director of International Development, or the Head of Business Innovation.   + Consultation with Legal and Governance Services regarding the issuing of a **Notice of Termination** to the Partner. |
| 1. Notice of Termination | The University’s Legal and Governance Services Department will write to the Partner, providing notice that the Agreement will be terminated. | Legal and Governance Services | * Legal and Governance Services will issue a “Notice of Termination” to the Partner. * The Notice of Termination should normally be instigated before **30 September** in a given academic year, or 12 months for courses that do not follow a standard academic year. * Legal and Governance Services will, in line with regulatory guidance, notify the Office for Students (OfS) as appropriate. |
| 1. Announcement and Communication | The School(s) and the Partner, where possible, will jointly make an official announcement to inform students and staff about the decision to end the partnership. | Lead Associate Dean, School(s) and the Partner | * Once the Notice of Termination has been issued. The Lead Associate Dean will ensure, where possible, that the School(s) and the Partner jointly make an official announcement to inform students and staff about the decision to end the partnership, along with information on the timeline, reasons, and implications for students. |
| 1. Teach-Out Team | The Lead Associate Dean will establish a Teach-Out Team which will oversee the Teach-Out Process. This will include a School Operational Lead, who will be responsible at a School level for operational matters. | Lead Associate Dean | * The Lead Associate Dean will establish a Teach-Out Team to develop a Teach-Out Plan and provide oversight of the process. The Teach-Out Team will meet at regular intervals (typically every two months) and will normally include representatives from both institutions, as follows:   + Chair – Lead Associate Dean   + School Operational Lead(s)   + Relevant Link Tutor(s)   + School Registrar(s) (or nominee)   + Quality Manager (QAV) SLAR   + Partnership and Project Manager (ACD) SLAR (International partners only)   + An Administrative Officer from the Lead School   + Representative(s) from the Partner * In addition, the Teach-Out Team may co-opt additional members as necessary to provide professional expertise at different points of the process. |
| 1. Student Engagement and Consultation | The School Operational Lead(s) will ensure there is timely and effective communication with affected students. | The School Operational Lead(s) | * The School Operational Lead(s) will:   + identify students who are enrolled with the Partner and on the University Systems (Report VAL0001)   + ensure there is engagement with students to understand their individual circumstances, academic progress, and preferences (engagement may include meetings, group discussions, and surveys conducted to gather feedback and address concerns).   + provide information to the Teach-Out Team to inform the development of a Teach-Out Plan. |
| 1. Teach-out Plan: | The Teach-Out Plan will be developed, outlining how the remaining modules or courses will be delivered. | The Teach-Out Team | * The Teach-Out Team will develop a Teach-Out Plan in agreement with the Partner based on student feedback and academic considerations for the School(s) to implement. * The Teach-Out Plan will identify the remaining modules or courses that students need to complete to achieve their qualification or award and will specify any necessary curriculum adjustments, alternative course offerings, and academic support mechanisms. * The terms of the CCP will continue to apply with full force and effect to the delivery of the courses during the Teach-Out Period unless otherwise agreed in writing between the University and the Partner. |
| 1. Student Transfer Options | Explore viable opportunities for students to transfer to other courses at the University or other providers. | The Teach-Out Team | * As defined in the University Student Transfer Policy, the Teach-Out Team may explore opportunities for students to transfer to alternative courses or institutions to complete their studies. If viable transfer options exist, the Teach-Out Team will provide guidance to facilitate the transition for interested students. The Student Transfer Policy can be found in the [**Student Handbook**](https://www.tees.ac.uk/studenthandbook/)on the University website. |
| 1. Quality Assurance and Standards | The University's quality assurance processes will be applied to ensure the Teach-Out Plan meets academic standards and aligns with relevant regulatory requirements and policies. | Student Learning and Academic Registry | * The University's SLAR will provide support and guidance to the Teach-Out Team to ensure that quality assurance processes continue to be applied and that the Teach-Out Plan meets academic standards and aligns with relevant regulatory requirements. * The requirements defined in the University’s Continuous Monitoring and Enhancement process remain in place during the Teach-Out Period. For example, the Link Tutors will continue to complete the Quality Enhancement Visit Reports, and partners will submit annual reports. * SLAR will report progress annually to the Student Learning and Experience Committee through the Partnership Quality Assurance Health Check Report (formally the Partnership Risk Register). |
| 1. Monitoring and evaluation | The Teach-Out Plan will be continuously monitored to assess its effectiveness and make any necessary adjustments. | Teach-Out Team | * The Teach-Out Team will maintain oversight of the implementation of the Teach-Out Plan by the School(s) to assess its effectiveness and make any necessary adjustments. |
| 1. Graduation and Certification | The Team-Out Team will, where appropriate, recommend arrangements regarding a graduation ceremony to CAD and relevant University approving bodies. | Teach-Out Team | * On completion of their studies in line with the agreed Teach-Out Plan, students will be conferred their award or intermediate award, as applicable. * The Teach-Out Team will, where appropriate, recommend arrangements regarding a graduation ceremony to Communications and Development and relevant University approving bodies. |
| 1. Formal closure | Once all students have completed their studies, the partnership and course will be closed, and the Teach-Out Team will be disestablished. | The School Operational Lead(s) | * The School Operational Lead(s) will confirm to the Teach-Out Team once all students have completed their award or have withdrawn from their course (Report VAL0008). * Once all students have completed their studies, the course(s) will be formally closed. * The Lead Associate Dean will submit a **PD6 Form - Closure of a Collaborative Partnership and Approved Award Titles** to SLAR. * The Teach-Out Team will be disestablished. |
| 1. Approval of closure | University approval of the partnership closure. | Student Learning & Academic Registry | * Upon receipt of the PD6 Form, SLAR submits it to the Student Learning & Experience Committee (SLEC) for approval. |
| 1. Notifications | Following the approval of the PD6 Form - Closure of a Collaborative Partnership and Approved Award Titles, notifications will be sent to relevant University Departments. | Student Learning & Academic Registry | * Following SLEC approval, SLAR will notify the School(s) and relevant University Departments, including Legal and Governance Services, Student Recruitment and Marketing, IT and Digital Services and Finance. |
| 13a. Module and Course Closures | Modules and courses closed on University Systems. | Finance/ School(s) | * Finance closes all modules and courses on SITS. |
| 13b. Associate Account Access | Access for the Partner to University IT Accounts and email access closed. | IT and Digital Services | * IT and Digital Services will ensure associated accounts and email access is closed. |
| 13c. Removal from the Collaborative Provision Register | The Partner is removed from the Collaborative Provision Register. | Student Learning and Academic Registry | * SLAR check that the partnership has been removed from the Collaborative Provision Register. |