

TUCP Supporting Document

*(To be used in conjunction with Partnership Provision Operations Manual)*



## **Purpose and Scope of the TUCP Supporting Document**

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The TUCP supporting document should be read in conjunction with the following documents:

* [Teesside University Partner Provision Operations Manual](https://www.tees.ac.uk/sections/about/public_information/quality_framework.cfm)
* [Teesside University Quality Framework – Chapter E](https://www.tees.ac.uk/sections/about/public_information/quality_framework.cfm)
* Tee[Teesside University College Partnership Overview](https://www.tees.ac.uk/sections/about/governance/tucp.cfm)

TU The supporting document sets out to assist in the practice and management of the TUCP partnership provision on all aspects of the student journey. Alongside the Partner Provision Operations Manual, this document is designed to assist Teesside University and TUCP Partner staff to implement the necessary activities that reflect University academic regulations, admissions procedures, quality assurance and enhancement procedures, and contractual Partnership arrangements, in a way which achieves equivalent outcomes for students and their experience.

For a glossary of abbreviations used throughout this document please consult Section 12 of the [Teesside University Partner Provision Operations Manual](https://www.tees.ac.uk/sections/about/public_information/quality_framework.cfm)

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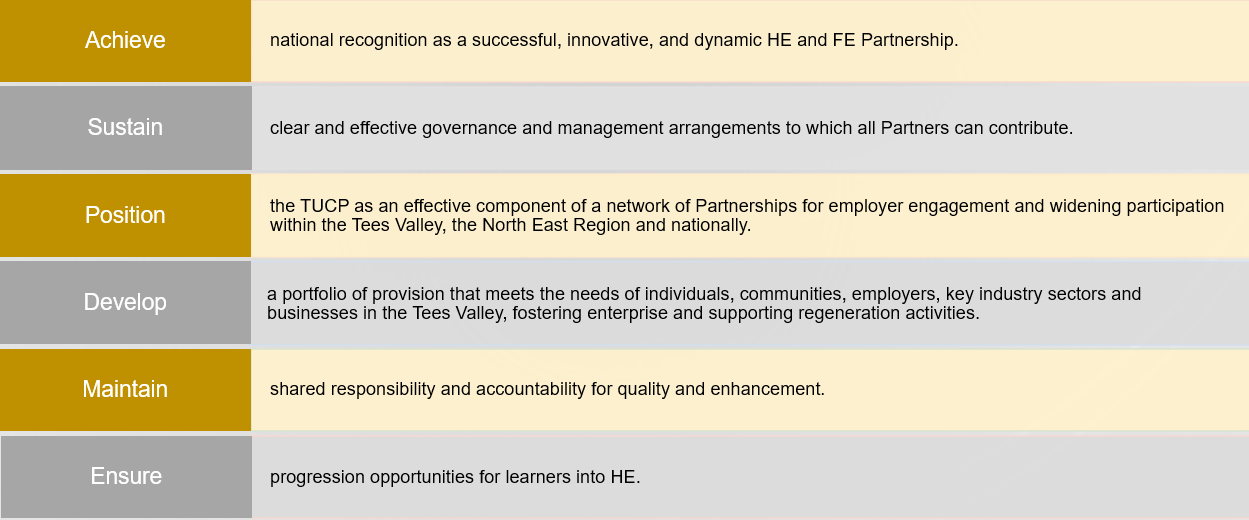
## **Teesside University College Partnership Aims**

The vision of the Partnership is to address the economic business needs of the Tees Valley through a seamless pathway of education and learning to HE level.

The Deputy Vice Chancellor is the initial point of contact between the TUCP and the University for all matters relating to the future development and the strategic direction of the Partnership.

## **2.1 Strategic Aims of the Partnership**

The strategic aims of the Partnership are to:



## **2.2 Membership of the TUCP**

The Teesside University College Partnership (TUCP) is made up of the following organisations:





## **2.3 Governance**

The governance structure of the TUCP is made up of the following:

**TUCP Board** is responsible for strategic policy and management in relation to TUCP activity. The Board *normally* meets three times per year and is made up of the University’s Deputy Vice Chancellor, College Principals from each of the TUCP Colleges, Assistant Director (Academic Development) (SLAR) and other members of the Vice Chancellor’s Executive attend the Board as required. TUCP Board reports to Academic Board.

**TUCP Strategic Planning Group** meets monthly and is responsible for developing, monitoring, enhancing, and strengthening the TUCP Partnership and the portfolio being delivered. TUCP Strategic Planning Group reports into TUCP Board.

**TUCP Operations Group** meets monthly and is responsible for the coordination of the operational delivery of the Partnership as directed by the TUCP Strategic Planning Group and TUCP Board. TUCP Operations Group reports into TUCP Strategic Planning Group

## **Course Portfolio Development**

The principal at each of the TUCP Colleges and the Deputy Vice-Chancellor of the University have the strategic decision-making authority with respect to the nature and extent of the portfolio of TUCP provision. All decisions relating to the addition or deletion of courses to and from the portfolio of courses covered by the CCP will be made at this level based on advice from relevant senior staff within the institution(s) and oversight will be managed through the TUCP Strategic Planning Group. Target numbers for each course will be agreed with the TUCP Partnership Colleges on an annual basis.

For detailed information on marketing of courses please see Guidelines for the Production of Marketing and Publicity Materials - [OM- Annex 5](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:be9412cd-385e-34ee-b9b3-941ba4aad415). Contact [Marketing@tees.ac.uk](mailto:Marketing@tees.ac.uk) for further support.

## **Responsibilities for TUCP Partnership Management**

Teesside University has ultimate responsibility for academic standards and the quality of learning opportunities of all awards made in its name.

The table below sets out the responsibility Teesside University holds when managing the TUCP Partnership.

Further detail on processes within the student journey can be found in the [Teesside University Partner Provision Operations Manual](https://www.tees.ac.uk/sections/about/public_information/quality_framework.cfm)

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**The University undertakes to:**

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| [Student Learning & Academic Registry (SLAR)](https://unity3.tees.ac.uk/departments/058/SitePages/Home.aspx) | * Carry out approval, review, and validation processes on behalf of courses to be delivered at the Partnership. * Provide formal confirmation of approved courses and course closures. * Develop and maintain the Student Learning & Academic Registry web presence. * Ensure appropriate central communications via Partnership & Project Manager. * Ensure appropriate staff development for central processes such as CME, assessment regulations, policy updates, changes to TU regulations. * Provide support and staff development to School Link Tutors to ensure consistency and service excellence when working with the TUCP. * Provide committee support to the TUCP governance structure. * Coordinate conferences and events such as the annual TUCP conference. * Work alongside Schools to ensure contractual arrangements for External Examiners are in place. |
| [Finance Department (FIN)](https://unity3.tees.ac.uk/departments/025/WebPublishing/Pages/Home-Welcome.aspx) | * Liaise with the [Office for Students](https://www.officeforstudents.org.uk/), including the handling of all financial matters, and completion of all financial and other statistical returns relating to the provision being offered, bidding for additional student numbers and leading on bids to secure any other additional initiative funds to further the work of the Partnership(s) and, wherever possible, mitigate against the financial implications of over or under-recruitment in the Partnership. * Collect student tuition fees and liaise with the Student Loan Company on all aspects of student related finance. * Register students for the [National Student Survey (NSS).](https://www.thestudentsurvey.com/) * Prepare Unistats data. * Work with the appropriate Partnership to agree that all apprenticeship students are categorised correctly, and feature within only one external return. * Provide access to standard reports related to applications, enrolment, retention, progression, and achievement. * Provide all certificates direct to students and official documentation to students upon request via the online shop. * Provide lists of students due to graduate and liaise with Partnership on graduation brochure sign-off if previously agreed. * Give access to e-Vision as appropriate. |
| [TU Academic School](https://www.tees.ac.uk/sections/about/university/schools_departments.cfm) | * Offer effective course management through the appointment of a School Link Tutor (or equivalent) to liaise with the Partnership on operational matters related to the delivery, assessment, and moderation of modules and development of courses. * Make at least one Quality Enhancement Visit (QEV) per year, which *may* be conducted virtually, and normally takes place in the first semester of each academic year. The visit will consider a course or group of courses and provide a report of the outcomes to the Partner. * The QEV should be approved at SSLESC and any actions followed up and recorded appropriately and in a timely manner. * Nominate External Examiners and ensure due process in terms of approval via SLAR. * Ensure copies of all reports are received by the Partnership and their comments are incorporated into the formal response to External Examiners. * Coordinate the processes associated with module, progression, and award boards included ensuring accuracy of all data. * Provide an appropriate Chair to assessment boards. * Provide designated professional services support to maintain records of student data. * Provide access for Partnership staff to Teesside University Systems (as required) via Associate Accounts. * Provide access to Blackboard Ultra (as required) for Partnership staff delivering Teesside University courses and students studying on them. * Approve a suitably qualified and experienced delivery team. * Ensure staff changes are reported into and approved via SSLESC * Review and approve Course Handbook(s) annually. * Complete TUCP Operations Manual Addendum [(OM-Annex 1a)](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/OM-Annex%201a%20-%20TUCP%20Operations%20Manual%20Addendum.doc) on an annual basis. Ensure approval at SSLESC including any updates. |
| [Student Recruitment & Marketing (SRM)](https://unity3.tees.ac.uk/departments/srm/Pages/Welcome.aspx) | * Oversee the approval of all admissions decisions and registration of applicants as students at the University. * Oversee the accuracy of published information where this refers to the University or to awards of the University. * Provide support for the management of the Universities and Partnerships Admissions Service (UCAS) system and register new courses with UCAS (where required for Partnership/Course type). * Include all Partnership based courses in marketing materials and recruitment activities. |
| [Student Casework Office (SCO)](https://www.tees.ac.uk/sections/stud/student_casework_office.cfm) | * Take a lead role in QAA/OfS/OFSTED/PSRB activity directed to the University. * Provide clear and up-to-date information related to academic regulations and quality procedures. * Oversight of regulations relating to student regulations including Academic Appeals, Extenuating Circumstances, Academic Misconduct, and Student Complaints. |

**The Partnership undertakes to:**

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| TUCP Partner | * Provide an appropriate HE management and administrative infrastructure and a senior point of contact for oversight of all College HE provision. * Engage in annual processes of academic planning and target setting. * Market courses effectively (in liaison with the University’s Student Recruitment and Marketing Department) and make every endeavor to recruit to target. * Recruit and admit students to courses in line with agreed entry requirements, targets and/or minimum numbers and University procedures. * Enrol and register students to ensure start and expected end dates recorded in ProSolution and SITS align and all students are enrolled in a timely manner. * Ensure student identity checks are completed, and that evidence of checks is accessible. * Undertake Disclosure and Barring Service (DBS) checks for those courses that require such checks, where appropriate. * Ensure all changes of circumstance, including transfers, withdrawals, suspensions, and resumptions of study are completed in a timely manner and ensure the dates recorded in ProSolution and SITS correspond. * Appoint a Course Leader to liaise with the University on matters of course management including recruitment, staffing, delivery, assessment, review and evaluation and student retention, progression and achievement. * Provide an appropriately qualified and experienced team of staff to deliver the course and allocate sufficient resources as set out in the course approval documentation. * Consult the University promptly on all staffing changes by forwarding current staff CV’s and [Notification of Course Delivery Team (OM Annex 8](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/OM-Annex%208%20-%20Notification%20of%20Course%20Delivery%20Team.doc)) for consideration and approval to the relevant SSLESC. * Support staff in their professional development, including acquiring knowledge of the University’s quality and regulatory requirements, and pursuing scholarly activity. * Take a lead role in QAA/OfS/OFSTED/PSRB activity directed to the College/ University. * Prepare Continuous Monitoring and Enhancement reports at course and Institutional level, including providing comment on activities relating to the Institutional Prevent Strategy, in accordance with specified deadlines. * Engage with Continuous Monitoring and Enhancement processes outlined within [Chapter D1](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/D1_Continuous_Monitoring_Enhancement.docx) of the Quality Framework. * Ensure attendance of staff at agreed meetings for the purpose of conducting rigorous and standardised assessment and moderationpractices. * Provide suitable teaching accommodation, appropriate library and digital resources and associated study spaces for the delivery of Teesside University courses. * Facilitate access of University staff and External Examiners to staff teams and students. * Share annual External Examiner reports with staff and students at consultation meetings. * Provide first line advice, guidance, and counselling services to students. * Ensure students understand the academic regulations and academic appeals procedures within which the courses covered by this agreement are operated. * Operate disciplinary and complaints (not academic related) procedures. * Copy the University’s Student Casework Office (SCO) into any complaint outcome letter sent to a student by the College. * Provide named contacts for data and finance matters and ensure TU are updated of any changes. * Encourage engagement and delivery in TUCP Conference. * Attend and contribute to meetings associated with TUCP governance as appropriate. |

## **Admissions and Registration**

Applications for entry to full-time courses, with some exceptions, are made through the [Universities and Colleges Admissions Service (UCAS).](https://www.ucas.com/) Courses in the UCAS Scheme are listed on Course Search on the UCAS website and applicants need to enter the appropriate campus code on the UCAS application. The campus codes are listed in the University Prospectus and on UCAS Course Search. University student records system will automatically update UCAS ‘TRACK’ so applicants can see the decision.

Responsibility lies with Colleges to ensure that all admissions decisions reflect admissions criteria. To support the admissions processes the University’s SRM UK Admissions contact will liaise with key TUCP contacts.

Clearing is jointly handled by the College and the University. College-based Course Leaders or their representatives will need to be available during the relevant clearing period to make admissions decisions.

The University has policies in place [Admissions Regulations](https://www.tees.ac.uk/docs/index.cfm?folder=Admissions&folder_id=8) which support fair admissions and follow sector good practice. These policies should always be adhered to when considering any application to University courses when making decisions.

## **Student & Library Services**

## **6.1 Student Services**

Students are entitled to access the [support services](https://www.tees.ac.uk/sections/stud/students_union.cfm) provided by Student & Library Services at Teesside University. These services provide support and advice to students across a range of areas including:

* Counselling
* Disability and mental health services
* Finance & welfare advice
* Sport
* Faith and belief
* Student Wellbeing

These services should be complemented by support available within the college and college staff should ensure that students receive locally delivered and flexible support services that are appropriate to their requirements.

## **6.2 Library and Resources**

**Within the terms of the Contract for Collaborative Provision the College library will provide:**

* Materials on reading lists in appropriate quantities.
* Background reading to broaden and deepen students’ understanding of the curriculum.
* Reference material.
* Relevant journals.
* Some materials at a more advanced level to meet the immediate needs of project and assignment work and for academic staff to prepare for teaching.
* Induction and information literacy development.
* Space for a variety of learning activities including silent study, group work and the use of PCs.

**The University will complement this resource for students through:**

* Specialist material already in stock to support more advanced project and assignment work. In cases where the College provision is in a subject where the University has no expertise, the University Library is unlikely to have specialist material to support this provision.
* Access to [University Library](https://www.tees.ac.uk/lis/) material for reference and borrowing but not inter-library loans.
* IT accounts to access the University’s Library PC network and to electronic resources off-campus, subject to license restrictions.
* Basic induction to the [University’s Library.](https://www.tees.ac.uk/lis/)
* IT support for issues regarding access to University systems via [ithelp@tees.ac.uk](mailto:ithelp@tees.ac.uk)

**The University will complement this resource for course team members of Collaborative Provision courses through:**

* Full borrowing rights except for inter-library loans.
* Staff access to electronic resources both on campus and remotely subject to license restrictions.

## **6.3 Support arrangements for disabled students**

Funding for support to meet the needs of disabled students on higher education courses is organised differently than in further education. Information and advice for students and staff is readily available online via the [Disability Services website*.*](https://www.tees.ac.uk/sections/stud/disability.cfm)

## **Student Support Services**

## **7.1 Student Union**

Students studying on TUCP indirectly funded courses automatically become members of

the Students’ Union at enrolment. More information on TU SU and the benefits associated can be located here via [Teesside University Students’ Union](https://www.tees.ac.uk/sections/stud/students_union.cfm).

## **7.2 Teesside University Smart Card**

In order to take up their entitlements at Teesside University campus, TUCP students need to get their [Teesside University Smart Card (TUSC)](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:b875264c-650b-367c-bbd1-32ec2a0210af) which will carry Teesside University Student Union (TUSU) logo. They need to present this when they wish to enter the building on evenings or weekends and when participating in any TU campus activities. These will be made available once enrolment has been completed and can usually be collected from the associated TU Academic School at induction.

## **TUCP Graduation**

Each College is responsible for all arrangements and costs associated with graduation ceremonies for all designated awards.

As outlined above, Finance will provide certificates and ask the College to check the graduation brochure for final sign off.

Teesside University should be informed of agreed dates for Graduation Ceremonies at the earliest opportunity.

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**Document Owner:** Student Learning & Academic Registry (SLAR)

**Effective Date:** January 2025

**Document Update:** New Academic Year

**Document Update:** Academic Year

**Document Owner:** Student Learning & Academic Registrr 2025**Document Update**