**COMMON AWARDS**

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| **Formal Notification of Partnership Changes** |

Partnership changes are likely to require amendments to contractual agreements, and it is therefore crucial that proposed changes are communicated at the earliest opportunity, to enable time for review and approval by the University (and, where necessary, by the Archbishops’ Council). The **Formal Notification of Partnership Changes** document should therefore be completed as soon as the anticipated changes are deemed likely to occur.

TEIs are also advised to contact the [Common Awards Team](mailto:common.awards@durham.ac.uk) for informal advice as soon as they become aware of any anticipated or imminent factors that have the *potential* to result in a significant change to the approved partnership.

Guidance on the process for the notification and approval of partnership changes is published in the [*TEI Handbook*](mailto:https://www.dur.ac.uk/common.awards/policies/)

**SECTION A: TO BE COMPLETED BY THE TEI**

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| **TEI DETAILS** | |
| **Name of TEI:** | [Name of TEI] |
| **Form completed by:** | [Name of individual {usually the Principal or their nominee}] |
| **Date completed:** | [dd/mm/yyyy] |

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| **TYPE OF PROPOSED CHANGE** | | |
|  | A change in ownership or legal status of the TEI |  |
|  | Changes to the constituent delivery centres (or equivalent) in multi-centre TEIs, including: |  |
| 1. Adding a new constituent centre |  |
| 1. Changing the title of an approved centre |  |
| 1. Merging two or more approved centres |  |
| 1. Incorporating or merging a new centre with an approved centre |  |
| 1. Closing or removing an approved centre |  |
| 1. Changes to contractual relationships between centres, where those changes alter the status of the TEI as a single legal entity |  |
|  | Changes to campuses, teaching venues, or delivery sites, including: |  |
| 1. Opening a new campus / using a new teaching venue |  |
| 1. Closing an approved campus / teaching venue |  |
| 1. Changing the name of an approved campus |  |
|  | Other change *(please provide a brief summary)* |  |

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| **SUMMARY OF CHANGE** |
| [Please provide further details about the nature of the change. This might include: the rationale for the change; scale of the change; background information; timescales. If the proposed change relates to the introduction of a new teaching venue or campus, please provide information such as: accessibility; audio-visual resources; library resources; teaching rooms] |

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| **ANTICIPATED IMPACT OF PROPOSED CHANGE** | | | | | |
| **PARTNERSHIP APPROVAL CRITERIA** | | **LIKELY IMPACT** | | | **EXPLANATION OF IMPACT ASSESSMENT** |
| **NONE** | **MEDIUM** | **HIGH** |
| **1** | the TEI can contract legally with the University |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **2** | the TEI is financially stable |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **3** | the TEI’s mission and educational objectives are consistent with those of the University |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **4** | the overall academic standing of the TEI in relation to its designated role is acceptable |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **5** | the TEI has experience of delivering comparable programmes at a similar level, or is capable of delivering programmes at that level |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **6** | where the TEI is known to have or have had previous relationships with other UK awarding institutions, it has an acceptable record of partnership with other institutions |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **7** | the overall quality control and assurance procedures governing the partnership are robust |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **8** | the overall provision for academic and pastoral support and guidance is adequate |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **9** | the overall learning support and infrastructure in relation to the ability to meet requirements for awards are adequate |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **10** | the overall staffing (academic and support) in relation to the ability to meet requirements for awards are adequate |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |
| **11** | appropriate mechanisms are in place to ensure the accuracy of all public information, publicity information and promotional activity relating to the partnership |  |  |  | [Summarise the reasons why the proposed change is deemed to have no, medium, or high risk] |

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| **ATTACHMENTS** | |
| **Please list any supporting documents or evidence that you are submitting with this notification.** | |
| **1** | [Document title / description] |
| **2** | [Document title / description] |
| **3** | [Document title / description] |

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| **IMPACT ON PROGRAMMES** | | | |
| **WILL THE PROPOSED CHANGE RESULT IN ANY OF THE FOLLOWING:** | | | **ACTION REQUIRED BY TEI:** |
| **1** | A proposal for the TEI to begin delivering a programme that has already been approved in the Common Awards framework, but which has not yet been approved for that TEI? |  | *The TEI should also submit a* ***new programme request*** *on the* ***curriculum development request form*** |
| **2** | A proposal from a multi-centre of multi-campus TEI to begin delivering a programme that has already been approved in the Common Awards framework, but which has not yet been approved for that the particular centre or campus? |  |
| **3** | A proposal from the TEI to change one or more of its approved programme regulations? |  | *The TEI should also submit a* ***changes to programmes request*** *on the* ***curriculum development request form*** |
| **4** | A proposal from the TEI to withdraw one of its programmes? |  | *The TEI should also submit* ***programme******withdrawal request*** *on the* ***curriculum development request form*** |
| **5** | A proposal from the TEI to introduce a module from the overarching Common Awards framework within a programme already approved by the TEI, but where the module has not yet been approved for that programme in the TEI? |  | *The TEI should also submit a* ***new module request*** *on the* ***curriculum development request form*** |
| **6** | A proposal for the TEI to change the details of approved modules (e.g. assessment details or contact hours)? |  | *The TEI should also submit a* ***changes to modules request*** *on the* ***curriculum development request form*** |

**SECTION B: TO BE COMPLETED BY DURHAM UNIVERSITY**

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| **DATE OF RECEIPT:** | [dd/mm/yyyy] |

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| **OBSERVATIONS** |
| [Here include comments on the nature of the change, the anticipated impact of the change, and any other relevant information] |

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| **APPROVAL / CONSULTATION REQUIRED** | | |
| **1** | Does **Ministry Development Team** need to be consulted / approve the change?  *(N.B. Ministry Division approval is required for changes to contracts and ministerial pathways)* |  |
| If yes, provide a brief summary of the details here: | |
| **2** | Does an **external examiner / external subject specialist** need to be consulted? |  |
| If yes, provide a brief summary of the details here: | |
| **3** | Do any other **professional services in the University** need to be consulted? |  |
| If yes, provide a brief summary of the details here: | |

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| **CONTRACTS** | | |
| **1** | Will the change require amendments to the Service Contract?  *(N.B. Ministry Development Team approval is required for any change to the Service Contract)* |  |
| If yes, note the required changed here: | |
| **2** | Will the change require amendments to the TEI’s Standard Validation Contract?  *(N.B. Ministry Development Team approval is required for any change to the Standard Validation Contract)* |  |
| If yes, note the required changed here: | |

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| **OUTCOMES** |  | |
| The change is **noted** |  |  |
| The change is **approved** |  |  |
| **Further information** is required |  |  |
| A **site visit** is required |  |  |
| A **full re-approval event** is required |  |  |
| The change is **rejected** |  |  |
| **ACTION REQUIRED:** |  | |

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| **CONSIDERED BY:** |  |
| **SIGNATURE:** |  |
| **DATE:** |  |