

Withdrawal/Termination from Collaborative Provision Arrangements

1. Background

- 1.1 Withdrawal from collaborative provision arrangements, whilst not a regular occurrence, may take place following:
- the usual University procedures for the review of collaborative provision arrangements;
 - a strategic decision by the University;
 - a mutual decision that the existing legal agreement should not be renewed;
 - breach of the legal agreement.
- 1.2 Withdrawal must be carefully managed in order to ensure that:
- academic standards and the quality of experience are maintained for any remaining students;
 - an appropriate strategy is developed for dealing with individual issues;
 - the risk to the University's reputation is minimised.
- 1.3 Withdrawal can be complex, and while each case will be unique, the following general procedures should apply.

2. Prompt Notification to Academic and Student Administration and Early Actions

- No withdrawal from a legal agreement should be undertaken without first consulting the Collaborative Provision Manager.
- Communication must allow sufficient time for detailed arrangements to be discussed and agreed.
- The Collaborative Provision Manager will liaise with Legal Services, as there will be legal consequences, in particular, resulting from early withdrawal.
- Withdrawal will also need to be considered in conjunction with other Offices, such as Planning, Finance, Marketing and International Relations, working as a team, possibly throughout the withdrawal process.
- Withdrawal should also be seen within the context of the UEB Strategic Change Management paper, and this should be brought to the attention of University staff who are seeking to end collaborative provision arrangements.
- In addition, the Implementation Checklist from the UEB Strategic Change Management paper and the questions from the Managing Change paper should be used as internal University prompts/checklists to support these general procedures.

3. Consultation within the University

- Consultation must be undertaken within the University as specified above.
- Wider consultation with senior University management, staff and students (see Policy on Consulting Students about Major Changes) may also be required.

4 Approval Procedure

4.1 Approval of the withdrawal from a collaborative provision arrangement must be through the relevant School/College/University (Programme Approval Review Committee) formal mechanisms including the following information:

- the background to the collaborative provision arrangement
- the rationale for the withdrawal
- how the withdrawal process will be managed to ensure that any potentially prejudicial effects on the students are avoided or minimised
- whether there will be any staffing issues, both within the University and the collaborative organisation
- how any programme issues, Intellectual Property Rights (IPR) and Confidential Information will be handled
- the financial arrangements
- the proposals/recommendations
- the potential issues and consequences of the proposals/recommendations
- the collaborative provision review report, as an appendix, if appropriate
- an extract from the legal agreement concerning withdrawal, as an appendix

5. Action Plan and Managing Expectations

5.1 An action plan should be agreed, in order to manage expectations, and should include:

- the last date for admission of students
- the formal notice of withdrawal, usually one year, must comply with the legal agreement. The notice will be drawn up by the Collaborative Provision Manager, in consultation with the relevant School/College, and approved by Legal Services, to be sent out under the signature of the Provost and Vice-Principal.
- an exit agreement/protocols/transfer protocol should set out the

responsibilities and residual obligations of each party, financial arrangements, specific responsibilities for students, adequate arrangements for preservation of information and records following termination, IPR and Confidential Information, together with any other information pertinent to the particular withdrawal. This document will be drawn up by the Collaborative Provision Manager, in consultation with the relevant School/College, for approval by Legal Services, and signed by the Provost and Vice-Principal.

- a communications plan for staff and students in order to keep them informed, including what withdrawal will mean for students, and the arrangements to be put in place to assist students to deal with the consequences.
- timescales including informal/formal notice of withdrawal to be served on the collaborative organisation.