

INSTITUTIONAL PARTNERSHIPS PROCEDURES



Proposal of Institutional Partnerships (including Due Diligence and Approval):

Proposal:

Strategic Leaders, Relationship Managers, and/or Partnership Managers may propose the establishment of Institutional Agreements.

Proposals will be considered against the partnership principles in the policy



- The Partnership Manager is responsible for ensuring that they seek external advice from the relevant IP/tax/financial advisor on IP/tax/financial matters related to partnership arrangements for both the University and any relevant staff.
- Compliance:
 - The Relationship Manager will be responsible for checking alignment with relevant



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To ensure a proposed Institutional Partnership meets the requirements of the University, the Partnership Manager is responsible for ensuring appropriate advice and approvals from all relevant sections of the University have been obtained before entering into an Institutional Agreement.

Proposals may be paused or not endorsed at any stage of the due diligence and approval process. Reasons for the non-endorsement must be provided. Proposals which are not endorsed will go back to the Partnership Manager for determining the next steps. The Proposal will be able to resume once any concerns are rectified.

Institutional Partnerships may be established with an MOU; however, an Institutional Agreement is required when any obligations are legally binding on a party. The form the Institutional Agreement takes may differ between Institutional Partners and will depend on the Partner. It is the responsibility of the Partner to ensure that the Institutional Agreement provides for the protection of the rights of individuals, including for safety, security, and the assurance of appropriate arrangements for students in the event of a crisis.

included in standard course and/or programme monitoring activities, in addition to the specific quality assurance measures outlined in the Institutional Agreement.

For high-risk teaching partnership types, an Academic Programme Director from each party must be appointed for each programme prior to delivery. The Academic Programme Director is responsible for oversight of the day-to-day delivery of the programme and escalating issues as necessary to the Relationship Manager and Partnership Manager. A Joint Management Committee or equivalent (JMC) will also convene. The JMC is responsible for oversight of the quality and strategic development of programmes under the Institutional Partnership.

Monitoring:

For all teaching Institutional Agreements, the Relationship Manager will undertake monitoring and improvement of arrangements. This will include:

- Student academic performance data.
- Student and graduate survey data.
- Graduate employment and outcomes data.
- Comparison data from similar student cohorts.
- The status of relevant professional body accreditations and issues.
- Compliance with relevant regulatory or legislative requirements.
- Where applicable, compliance with Graduating Year Review, or other review, requirements.
- Analysis of cohort outcomes which may also result in required adjustments to credit arrangements and precedents.
- Regular review of credit precedents to ensure the consistency of credit decisions between like courses with the University regulations and policies.
- Monitoring the teaching performance of the Institutional Partner's staff members and will discuss

The Partnership Manager is responsible for reporting on compliance with the Code annually, as well as reporting to SLT, Council as required.

Varying an Institutional Agreement:

Where changes or additions are required to an existing Institutional Agreement, the Strategic Leader must be notified as early as possible. Consultation must occur with all relevant stakeholders and the Institutional Partner to ensure that resourcing and other requirements can continue to be met under the proposed variations.

The documentation required to vary an existing Institutional Agreement will depend on the level of change required:

- A new Institutional Agreement and revision of associated documentation may be required where a substantive change to accountabilities or terms of an arrangement is proposed.
- A Variation Agreement including updates to any relevant schedules or other associated documents will suffice where the change to terms is not substantive.

Renewing an Institutional Agreement:

Preparations for the renewal of an Institutional Agreement should commence well in advance of the expiry of the current Institutional Agreement, timelines will be dependent on the nature of the Institutional Agreement.

The Relationship Manager will normally commence renewal. Renewals of arrangements require the same approval processes and considerations as new Institutional Agreements. Proposals for renewals must consider the current academic quality, equivalency, research outputs, regulatory compliance, any transitional arrangements and student and financial performance.

Following a review, the Relationship Manager may commence formal negotiations with the Institutional Partner and consultation with internal stakeholders for any revisions to the arrangements.

Existing Institutional Agreements may be extended by a Variation Agreement for up to 5 years where the obligations and terms of the current Institutional Agreement meet all the current regulations.

Termination:

Institutional Agreements can be terminated only in accordance with its terms. All Institutional Agreements must include an exit strategy.

Initial discussions in relation to terminating an Institutional Agreement will occur between the Relationship Manager and Institutional Partner. The Relationship Manager liaises with the Partnership Manager in relation to a proposal to terminate. The Partnership Manager will determine process and accountabilities in relation to the termination of Institutional Partnership and/or Institutional Agreement arrangements, as this will need to be specific to each Institutional Partnership.

When making decisions on the termination of an Institutional Agreement, the University will consider:

- Protection of the interests of students including teach out responsibilities to students.
- Protection of the interests of staff.
- Legal, financial, and reputational implications.
- Other areas of the University involved in the Institutional Partnership.
- Compliance with relevant regulatory and legislative requirements.

Related procedures / documents:

[Institutional Partnerships Policy](#)
[Subcontracting of Teaching Activity Policy](#)
[Approval Pathways and Quality Assurance Guidelines for Domestic and International Subcontracting of Teaching Activity](#)
[Contract Management Policy](#)
[Contract Management Procedures](#)
[Massey University Qualifications Policy](#)
[Research and Consultancy Contract Policy](#)
[Teaching and Learning Policy](#)
[Teaching and Learning Framework](#)
[Delegations of Authority Policy](#)

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