## Taxonomy of collaborative activity

<table>
<thead>
<tr>
<th>Collaborative activity – type of agreement</th>
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<tbody>
<tr>
<td><strong>Intention to collaborate</strong></td>
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<td>A non-legal agreement that sets out in broad terms the intention of the University and a collaborative partner to collaborate for the furtherance of mutual objectives.</td>
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A number of different terms can be used for these agreements such as Memorandum of Understanding, Agreement of Co-operation, Co-operation agreement, Memorandum of Intent, Statement of Intent.

| **Memorandum of agreement**  |
| A legal agreement which sometimes follows from an intention to collaborate and sets out in detail the arrangements under which the collaboration will operate. |

Such agreements can be used for dual degrees, joint degrees, partnership programmes and student exchanges.

| **Articulation agreement**  |
| A legal agreement that sets out arrangements for allowing students from one institution to join programmes at the University with advanced standing. |

| **Progression agreement**  |
| A legal agreement that sets out the arrangement for allowing students from one institution to join a named University programme at entry level. |

| **Student exchange agreement**  |
| A legal agreement that sets out the arrangement for exchanging students between the University and a collaborative partner. |

This includes exchange agreement that operate under the Erasmus scheme.

| **Placement agreement**  |
| A written agreement that sets out the objectives of the placements and the roles and responsibilities of the placement provider, the University and the student. |

| **Instrument of accreditation**  |
| A legal document that grants a University Associated Institute the status of Accredited Institute and sets out the conditions under which that status will operate. |

| **Statement of agreement**  |
| A legal document that sets out the roles and responsibilities of the University and an Associated or Accredited Institution regarding the validation and subsequent operation of approved programmes leading to awards of the University of Surrey. |

| **Study abroad agreement**  |
| A legal agreement whereby special terms are granted to another institution abroad to send students for part of their degree to take modules at the University on a fee-paying basis. |

<p>| <strong>Teach-out agreement</strong>  |
| A legal document that sets out the arrangements that will operate for the Associated and Accredited Institutes during the period when Surrey-validated programmes will be phased out. |</p>
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<th>Key characteristics</th>
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| **Progression arrangement**: a partnership arrangement under which a progression route whereby students that have successfully completed an agreed programme of study at a collaborative partner may be admitted at entry level to a University degree programme. | • covered by a legal agreement  
• this arrangement recognises but does not guarantee entry  
• the University is responsible for mapping and reviewing the relevant provision and judging if the curriculum provides basis for entry to the University programme  
• the achievements of students completing the provider programme are deemed equivalent to other students entering the programme at the same stage  
• a discounted fee is sometimes part of the agreement  
• does not involve recognition or credit transfer |
| **Placement/work-based learning/programmes with a collaborative element**: an activity which forms an integral part of a student’s programme of study over an agreed period of time provided by a recognised placement provider or host organisation where the University retains some responsibility for the student. | • covered by a written agreement  
• the placement/work-based learning/collaborative element contributes to the overall credit load of the programme but may or may not contribute marks that count towards the final award. |
| **Student exchange**: a mutual arrangement with another HEI whereby the numbers of incoming and outgoing students should balance. | • covered by a legal agreement  
• the agreement should state what the arrangements are for the transfer of credit and/or marks |
| **Visiting student**: an arrangement whereby students who are registered at the University can attend a collaborative partner to undertake a specified number of modules. | • covered by a legal agreement  
• the agreement should state what the arrangements are for the transfer of credit  
• all parties are responsible for undertaking a learning outcomes mapping exercise  
• a module fee could be included in the agreement |
| **Collaborative co-supervision (postgraduate research)**: an arrangement whereby a student is registered at the University and receives supervision from the University and a collaborative organisation. | • covered by a legal agreement  
• the student is registered at the University  
• the student spends their time at the University  
• the student’s Principal Supervisor is from the University  
• the student will have a collaborative supervisor from another organisation  
• the student will be awarded one doctorate from the University |
| Split-site collaboration (postgraduate research): an arrangement whereby a student divides their time between the University and a collaborative organisation. The student will be supervised by a member of staff at the University and the collaborative organisation. | • covered by a legal agreement  
• the student is registered at the University  
• the student divides time between the University and another organisation(s)  
• the student’s Principal Supervisor is from the University  
• the student will have a collaborative supervisor from another organisation(s)  
• the student will be awarded one doctorate from the University |
| --- | --- |
| Off-site collaboration (postgraduate research): an arrangement whereby a student is registered at the University but carries out their research entirely at another organisation. The student is supervised by a member of staff at the University and the collaborative organisation. | • covered by a legal agreement  
• the student is registered at the University  
• the student spends their time at another organisation(s)  
• the student’s Principal Supervisor is from the University  
• the student will have a collaborative supervisor from another organisation(s)  
• the student will be awarded one doctorate from the University |
| Erasmus plus study: a mutual arrangement with another HEI whereby the numbers of incoming and outgoing students should balance. | • covered by an Inter-institutional agreement  
• must conform to the ECHE  
• student must have a signed learning agreement and contract |
| Erasmus plus work: a traineeship undertaken at a European organisation which contributes to the student’s degree. | • must conform to the ECHE  
• student must have a signed learning agreement and contract |

### Medium Risk

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| Articulation arrangement: a partnership arrangement whereby provision delivered by a partner is formally recognised for the purposes of advanced standing towards one of the University’s awards. Articulation agreements can also work the other way whereby students from University programmes are given entry to programmes offered by a partner institution. | • covered by a legal agreement  
• the partner institution owns the curriculum and the award for its particular programme of study  
• the partner institution is responsible for the delivery of its programme of study and its quality  
• the University is responsible for ensuring that the provision is suitable for the recognition of credit for advanced standing  
• the University does not make an award or award credit to the partner’s programme but will recognise the achievement by the student for the purposes of entry with advanced standing |
| **Partnership programme**: provision that is designed and delivered by the University and at least one partner and where the University is the only awarding institution. | - covered by a legal agreement  
- the partner can be another HEI or a public or private sector body  
- the University owns the programme and has overall responsibility for its delivery, quality assurance and standards  
- elements of the programme will be delivered by the partner and often assessed by the partner in collaboration with the University  
- students are registered with the University but may attend the partner for the delivery of particular elements of the programme |

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| **Dual award**: a partnership arrangement under which the University and one or more awarding institutions provide programmes leading to separate awards being granted by both/all partners. | **For taught programmes**  
- covered by a legal agreement  
- each partner is responsible for the content, delivery, quality and standards of its own provision and makes its own award  
- students may be registered concurrently at each partner institution or sequentially  
- credit from each partner is used towards the award from the other partner(s)  
**For postgraduate research programmes**  
- covered by a legal agreement  
- the student is registered at two institutions  
- the student will spend a proportion of time at each institution  
- the student will be jointly supervised by members of staff at each institution  
- the student will be awarded two doctorates; one from each institution |
| **Validated provision**: is the process whereby the University judges that a programme of study developed and delivered by another institution or organisation is of an appropriate quality and standard to lead to an award of the University. | - covered by a legal agreement  
- the University has responsibility for the academic standards of the award  
- the partner is responsible for the delivery of the programme  
- students are registered with the partner  
- current validation agreements with the AIs are being phased out with the exception of one AI  
- future validation agreements are unlikely |