

Terms of Reference for the BJTU Partnership Management Group

1. To ensure, on behalf of the Pro Vice-Chancellor (Global), that the Beijing Jiaotong University collaborative teaching partnership is conducted in line with Lancaster University (LU) strategy and all relevant LU policies and procedures relating to the establishment, management, monitoring and review of collaborative teaching partnerships as approved by Senate, its Standing Committee or under Senate delegations and as set out in the Manual of Academic Regulations and Procedures (MARP).
2. To implement decisions made by the Joint Management Council (JMC), or equivalent, as defined in the Memorandum of Agreement (MoA).
3. To ensure that:
 - (i) the partnership is conducted in accordance with:
 - the formal partnership agreement set out in the relevant MoA;
 - the procedures set out in the individual partnership Quality Assurance Handbook and annual operating plans;
 - (ii) any departures from the MoA and from agreed processes and procedures are identified and dealt with appropriately and in a timely fashion;
 - (iii) any issues arising from LU's or the partner's national and/or sector legislative and regulatory environment are identified and dealt with appropriately and in a timely fashion;
 - (iv) any changes to the MoA and/or agreed process and procedures thought desirable by both parties are discussed and agreed through approved channels, are properly recorded, and are implemented and monitored.
4. To establish, maintain and keep under continuous review a Risk Register for the partnership, initiating any preventative or remedial action as appropriate.
5. To ensure that agreed processes and procedures for assuring standards and quality in line with LU expectations and requirements are in place and are complied with, initiating any necessary action through relevant bodies as appropriate.
6. To ensure that individuals and/or officers and academic groupings with designated responsibilities both in LU and in the partner are carrying out their agreed responsibilities effectively.
7. To receive reports on student enrolments against quotas, OS student recruitment to LUC and progression to LU (Bailrigg); and to be updated on quota developments.
8. To receive on a regular basis, and act upon as appropriate, data on:
 - (i) recruitment numbers against targets for the current recruitment cycle
 - (ii) total registered student numbers against targets
 - (iii) student progression and attainment
 - (iv) financial arrangements and income streams.
9. To consider proposals for new programmes leading to LU degree awards against agreed criteria and, if approved, to ensure that detailed programme and module information is considered through the agreed programme and module approval procedures at LU and at BJTU.

10. To ensure that Annual Programme Reviews (APRs) of provision delivered by the partners, and leading to LU degree awards, are carried out and that the resulting reports are considered by appropriate bodies within LU and action taken as appropriate.
11. To report to the PVC possible future developments of the partnership including types of provision and levels, types and numbers of programmes and qualifications to be validated, acting as necessary including making recommendations to the PVC (and/or ASQC or other Senate Standing Committee (e.g. Research Committee) where appropriate) as required.
12. To ensure that the partnership is formally reviewed periodically at agreed intervals in line with LU requirements and to receive reports of such reviews, taking action as necessary including recommendations to the PVC (and/or ASQC or other Senate Standing Committee where appropriate).
13. To make reports to the PVC (and/or ASQC or other Senate Standing Committee where appropriate) at any time if systemic issues of concern which put the partnership or LU's reputation at risk are identified.
14. The PMG will meet a minimum of 4 times a year.
15. The composition and membership of the PMG will be approved by the PVC. The Chair of the PMG will be the Cross-Faculty Associate Dean (Global Engagement).
16. A member of the Academic Standards and Quality team will act as Secretary to the PMG and will be responsible for keeping the institutional record of decisions made.

Standing agenda items for each meeting

- (i) Standard data set:
 - projected admissions numbers against targets;
 - numbers of actual registrations and total student numbers;
 - progression/completion data by cohort.
- (ii) Financial update on the partnership
- (iii) Report on recent partnership developments and activities
- (iv) Marketing and recruitment report
- (v) Quality and standards issues report
- (vi) Risk Register for the partnership (quarterly)
- (vii) Review of compliance with the MoA (annually)
- (viii) Review of APRs (annually)
- (ix) Update from the JMC (annually)