

TERMS OF REFERENCE

1. Purpose		
The Sino British College (SBC) Partnership Management Group operates to ensure the smooth running of the TNE programmes run by Sheffield Hallam University in conjunction with SBC , and to look at ways to grow and improve the partnership.		
2. Role		
<p>a. Timeline monitoring: Ensure that key points in the partnership timeline (e.g. recruitment, marketing, contract renewal, course validation, graduation etc) are flagged and appropriate actions instigated and tracked.</p> <p>b. Resourcing: Ensure that appropriate resource is available and effective in supporting delivery of the partnership. This includes teaching, grade moderation and external examining.</p> <p>c. Risk & issue identification and management: Identification and sharing of risks and issues, agreeing and monitoring actions to address them and escalating through the appropriate channels for resolution if mitigation or resolution is outside of the control of the steering group.</p> <p>d. Communication and engagement: Overseeing plans and activities to communicate with and engage internal and external stakeholders with work relating to the partnership.</p> <p>e. Reporting: Sharing of conversations (scheduled or otherwise) with SBC in the period between meetings and responding with actions as required.</p> <p>f. Equalities: Ensuring that the equality and diversity impact of decisions and actions are reviewed and addressed.</p> <p>g. Oversight of Evaluation: Ensuring that outputs from programme activity are monitored and reviewed coherently, collating these outputs to inform the recommendation for next steps.</p> <p>h. Regulation: Identify and consider OfS and other regulatory requirements where relevant, ensuring clear decision and accountability lines and making recommendations to other boards and University and Governance committees as appropriate.</p> <p>i. Sustainability: Identify and consider nature and implications of delivery and engagement model with regard to social and environmental issues and staff and student health.</p>		
3. Specific responsibilities		
Standing Agenda		
	Agenda Item	Introduced By
1	Actions from previous meeting	Chair
2	Correspondence with partner	GDP
3	Contract and Fees	BESE

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4	Teaching and student progress update & student feedback	CCL/Dept
5	Academic Quality & Standards	AQS
6	Recruitment & Marketing Update	RCM
7	New Development Opportunities	GDP
8	Events Update	Events
9	Risk Monitoring & Management	Chair
10	Escalation to GDP Global Partnerships Committee required?	Chair
11	AOB	Chair

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4. Membership		
Chair: Global Partnerships Manager		
Members: <ul style="list-style-type: none">• Head of Global Partnerships (GDP)• Head of Global Academic Development (GDP)• Global Partnerships Manager (GDP)• Global Development and Partnerships Co-Ordinator• Collaborative Course Leader (BA (Hons) Business Management)• Associate Dean, Global and Academic Partnerships, College of Business, Technology and Engineering (or nominate)• Head of Academic Quality and Standards (or nominate)• Global and Academic Partnerships Lead and Principal Lecturer, Department of Management• Head of Marketing (Reputation) (RCM) (or nominate)• Partnerships and Contracts Officer (BESE)		
By invitation: <ul style="list-style-type: none">• Head of Development and Alumni Relations (or nominate)• Corporate and Graduation Events Team member• BTE College Planning and Initiatives Team member• Head of International Experience (or nominate)• University Solicitor, Governance, Legal and Sector Regulation		
5. Meetings		
<ul style="list-style-type: none">• Quarterly• Duration 1 hour		
6. Membership Contact details		
Role	Name	Email
Associate Dean, Global and Academic Partnerships (BTE)		
Head of International Experience		
Head of Marketing (Reputation)		
Head of Academic Quality and Standards		
Head of Development and Alumni Relations		
Senior Events Manager, Events Team		

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University Solicitor, Governance, Legal and Sector Regulation
Partnerships and Contracts Officer (BESE)
CCL, BA (Hons) Business Management
Global and Academic Partnerships Lead and Principal Lecturer (Department of Management)
Head of Global Partnerships, GDP
Head of Global Academic Development, GDP
Global Partnerships Manager, GDP
Global Development and Partnerships Co-Ordinator
Planning and Initiatives Officer, College Planning and Initiatives Team (BTE)
Academic Administration Officer (BTE)
Academic Administration Lead for Mobility and Collaborative provision, Academic Services
Senior Manager, Academic Administration.