



COLLABORATIVE ARRANGEMENTS PROCEDURE

1 Purpose

This procedure outlines the requirements for the creation and approval of academic collaborative relationships and partnerships between Unitec and other organisations.

The procedure described herein ensures all legislative and regulatory requirements continue to be met and the academic quality of academic provision associated with such partnerships is maintained.

2 Scope

This procedure applies to collaborative relationships between Unitec and any other organisation in New Zealand or off-shore, in the context of:

- collaborating for programme and/or course development and/or delivery;
- selling and franchising Unitec programmes and courses to other institutions;
- gaining accreditation to deliver programmes and/or courses owned by other institutions; or
- sub-contracting arrangements for the programme and/or course delivery.

3 Procedure

1. All proposed collaborative arrangements require the approval of the Executive Leadership on the basis of a preliminary assessment by the following Unitec teams:
 - a. business development;
 - b. decision support;
 - c. legal; and
 - d. Te Korowai Kahurangi.
2. Collaborative arrangements involving academic provision require approval from the relevant delegated authority, and may require approval from external bodies such as the NZQA or the TEC.
3. There must be a formal, specific, and unambiguous written agreement in place; this must:
 - a. be signed by all parties including Unitec's Chief Executive or relevant designated authority;
 - b. refer to relevant academic policies;
 - c. clearly document the roles and responsibilities of all parties, including any relevant external authority/ies;
 - d. address all issues relating to programme delivery, student support and guidance, marketing and advertising, and academic quality assurance; and must
 - e. include provisions for termination of the agreement and processes for review of the arrangement.

4. Where collaborative arrangements involve international students, both in New Zealand and overseas, Unitec's International office must be consulted.

4 Responsibilities

Role	Responsibilities
Enter role	<ul style="list-style-type: none"> Enter responsibilities
Academic Staff/Leaders	<ul style="list-style-type: none"> Prepare and submit documentation for approval of a new <i>Collaborative Arrangement Agreement</i>
Business Development Legal Decision Support Te Korowai Kahurangi	<ul style="list-style-type: none"> Review and assess applications for a new <i>Collaborative Arrangement Agreement</i>.
Executive Leadership	<ul style="list-style-type: none"> Approve new <i>Collaborative Arrangement Agreement</i> applications.
External agencies	<ul style="list-style-type: none"> Where relevant, approve collaborative arrangements that include or involve academic provision.

5 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6 Reference Documents

- Māori Iwi Consultation Guidelines
- Application for Collaborative Arrangement Form

7 Document Details

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