

**The London Institute of Banking & Finance Collaborative Arrangement Withdrawal Policy
(‘termination policy’)**

This paper sets out the policy of The London Institute of Banking & Finance on the withdrawal from a collaborative arrangement (‘termination policy’).

Context

A collaborative arrangement may come to an end for various reasons: an approved collaborative partner may decide to cease offering a programme; or The London Institute of Banking & Finance may decide, following a review, that a collaboration arrangement no longer fits with its strategic plan. In some extreme cases, The London Institute of Banking & Finance may decide that a collaborative partner poses a risk to its reputation and will seek termination of the relationship. The contractual agreement between The London Institute of Banking & Finance and the collaborative partner contains further specific clauses relating to the termination of the agreement (e.g. The London Institute of Banking & Finance Collaborative Partner agreement).

Definition

The London Institute of Banking & Finance’s definition of collaborative provision is taken from that used by [The Quality Assurance Agency for Higher Education \(QAA\)](#), i.e. it ‘applies to the management of all learning opportunities leading or contributing to the award of academic credit or a qualification that are delivered, assessed or supported through an arrangement with one or more organisations other than the degree-awarding body’.

Principles

The policy is guided by the overarching principle that, in all cases, The London Institute of Banking & Finance’s priority is to act in the best interests of the students studying towards its awards via collaborative arrangements, having regard to The London Institute of Banking & Finance’s contractual obligations to both the students and the collaborative partner. Withdrawal will be carefully managed so as to ensure that students are adequately supported and academic quality and standards are maintained.

Responsibilities

Once a notice of termination has been given by The London Institute of Banking & Finance to a collaborative partner or received from a collaborative partner, the following will apply:

- The London Institute of Banking & Finance will arrange an urgent discussion with partner staff to set out and agree the arrangements for the withdrawal of collaborative partner support services. A clear timetable for the withdrawal of support services should be agreed.
- The London Institute of Banking & Finance, either on its own or jointly with the collaborative partner, will communicate with each affected student informing them of the withdrawal of collaborative partner support services and advising them of the timeframe for transition and the study and support options available to them.
- The partner institution will continue to apply the approved procedures for the support and assessment (where applicable) of students during the withdrawal period.
- The London Institute of Banking & Finance will remain committed to providing support to each student to enable them to complete their award following the withdrawal of the partner.

Arrangements

In all cases the withdrawal decision must be communicated promptly to The London Institute of Banking & Finance by the partner institution or to the partner institution by The London Institute of Banking & Finance and, as a minimum, within the timeframes detailed within contractual agreements. Communication of the decision must allow sufficient time for detailed arrangements to be discussed and agreed.

- An action plan must be agreed between The London Institute of Banking & Finance staff (likely to include the Associate Dean, Degree Programmes and the Manager, Quality Audit and Review) and senior representatives of the partner institution. The agreed notes of this discussion plus the action plan will serve as the basis of the exit agreement which will then be drawn up by The London Institute of Banking & Finance.
- The action plan will include an agreed date for termination of collaborative partner support services (including assessment where applicable).
- The timeline for completion of the withdrawal will be agreed by The London Institute of Banking & Finance with the partner institution on a case-by-case basis.
- Following the completion of the withdrawal arrangements, The London Institute of Banking & Finance will write to the partner institution to confirm that the termination of the collaborative agreement has been completed.

Updated January 2017