

The London Institute of Banking & Finance

Higher Education Collaborative Arrangement Withdrawal Policy ('termination policy')

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

Context

A collaborative arrangement may come to an end for various reasons: the programme may not have gained or maintained the projected student numbers, an approved collaborative partner may decide to cease offering a programme; we may decide, following a review, that a collaboration arrangement no longer fits with our strategic plan or the benefits of maintaining the arrangement are outweighed by heightened risk and/or costs. The contractual agreement between us 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

We take our definition of collaborative provision from [The Quality Assurance Agency for Higher Education \(QAA\)](#), i.e. an arrangement between two or more organisations to deliver aspects of teaching, learning, assessment and student support.

Principles

Our priority is to act in the best interests of the students studying towards our awards via collaborative arrangements, keeping in mind our obligations to both our students and our collaborative partner. Withdrawal will be carefully managed to ensure students are adequately supported and academic quality and standards are maintained

Responsibilities

Once a notice of termination has been given by us to a collaborative partner or received from a collaborative partner, the following will apply:

- We will arrange a 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.
- We will consider if the termination or material events surrounding the termination constitute a Reportable Event and as such should be advised to the Office for Students.
- We, either on our 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.

We will remain committed to providing support to each student to enable them to complete their award following the withdrawal of the partner. Any withdrawal of a collaborative programme will follow the principles detailed in our Student Protection Plan while addressing the unique needs of our students studying with partner providers.

Arrangements

In all cases the withdrawal decision must be communicated promptly to us by the partner institution or to the partner institution by us 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 our staff (likely to include the Managing Director, Higher Education and Registrar, Quality, Policy & Regulation) 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 us.
- 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 us with the partner institution on a case-by-case basis.
- Following the completion of the withdrawal arrangements, we will write to the partner institution to confirm that the termination of the collaborative agreement has been completed.

Reviewed January 2021