A.1 The initial request to terminate may be made by either the University or by a partner institution requesting mutual termination. In either case, the request should state the reasons for termination and should be discussed within the sponsor School/Ri. Any decision reached should be endorsed by the Head of School and submitted to the College. In the case of a large scale collaboration that involves more than one School, the decision should be endorsed by the relevant Vice Principal/Head(s) of College.

A.2 The academic lead for the collaboration and the College Business/International Development Manager (BDM) should review the MoA to establish the obligations on all parties. The BDM will also assist with the termination process at College level. The Academic Collaborations Office (ACO) can provide further guidance on the termination process and legal implications of termination, particularly if termination is before the expiry of the MoA.

A.3 The Dean of Learning and Teaching and/or the Dean of Graduate Studies and College International Lead should also be informed of events.

A.4 For international arrangements, the Senior International Officer (SIO) in RIO will, once approval has been confirmed, inform the appropriate British Council office that the programme is being withdrawn, with confirmation to the College and the partner institution.

A.5 A recommendation for the termination of the collaboration/partnership should be submitted in writing to the relevant College Committee¹. The recommendation for termination should include:

- the reasons for the termination;
- confirmation that the legal obligations of the MoA have been considered and complied with;
- details of any consultation undertaken (e.g. with students on programme); and
- the proposed teach-out arrangements to ensure the maintenance of academic standards and the quality of the learning experience of students who remain on the programme (or to whom an offer has been made).

Where more than one School is affected by a termination, agreement should be reached by all parties on the termination process and teach-out arrangements.

A.6 Depending on the nature of the collaboration or partnership, the relevant College Committee should submit its recommendation for approval either at College or University level (via the Academic Standards Committee (ASC)). The table below outlines the appropriate level of approval. In essence, arrangements involving an award of the University will require University level approval.

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¹ The BDM can advise on the relevant committee within your College.
The relevant College Committee should submit its recommendation to the VP/Head of College for approval

ASC will report onwards to Senate and, when required, Court.

A.7 Where termination has broader implications, such as a wider impact on the global region, the proposal will also be passed to the Collaborations Group.

A.8 Following approval of the termination the following should take place:

a. The College/School/RI should liaise with the partner institution regarding the issues outlined in the TAP which must be agreed formally with the partner. This will include full details on:
   - how all students will be informed of developments and the mechanisms in place for completion of the programme;
   - how the partner will inform the School of the names of all students offered a place on the programme(s);
   - predictions for progression; and
   - the final intake.

b. Whatever the grounds are for terminating the agreement they should be made clear to the partner and should be clearly documented and identifiable.

c. The BDM should confirm with RIO and the partner in writing that advertising and marketing of the programme(s) must cease.

d. It should be agreed with the partner institution that it will be responsible for informing the relevant in-country authorities (for example the Ministry of Education) about the termination of the programme and the arrangements for students, with written confirmation to UoG that this has been done.

e. The College/School/RI and partner institution should agree the arrangements for consultation with the students affected by the termination. The Academic Collaborations Office can provide further guidance on this.

f. The College/School/RI should inform Registry, Planning Services, Library, IT Services and Corporate Communications as appropriate, as well as the College Finance and HR Managers.

2 Accepting students from an approved institution with particular approved qualifications/credits on a standard and regular basis to a programme leading to a University of Glasgow award.

3 Court will only be notified of termination in cases where Court’s approval was required in setting up the partnership.
A.9 Once approval has been granted, a copy of the completed TAP should be sent to the Academic Collaborations Office who will arrange to amend the Collaborations Database and University Calendar, as appropriate, to reflect the termination of the collaboration.

A.10 The College/School/RI should make arrangements for the continued monitoring of academic standards and the quality of the student experience for the duration of the teach-out period to ensure that standards and quality are maintained.

Pathway A - the University instigates the termination or both parties agree to terminate.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Head of College/School/RI (as appropriate) approves initial request</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>College/School/RI alerts the Academic Collaborations Office; RIO; College; Deans of Learning and Teaching and/or Graduate Studies and International Dean of intention to terminate</td>
</tr>
<tr>
<td>Step 3</td>
<td>Academic lead and Business/International Manager review the MoA to assess legal implications</td>
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<tr>
<td>Step 4</td>
<td>College/School/RI submits proposal to relevant College Committee</td>
</tr>
<tr>
<td>Step 5</td>
<td>College submits recommendation to ASC and Senate for approval and, where appropriate, the Collaborations Group. ASC will report onwards to Senate.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Following approval, Senior International Officer informs British Council (as appropriate)</td>
</tr>
<tr>
<td>Step 7</td>
<td>College/School/RI develops a Termination Action Plan in liaison with the Partner Institution which should include agreement on the arrangements for:</td>
</tr>
<tr>
<td></td>
<td>i) consultation with current students;</td>
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<td></td>
<td>ii) the arrangements to allow students to complete the programme(s);</td>
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<td></td>
<td>iii) cessation of marketing; and</td>
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<td></td>
<td>iv) communication with in-country agencies (as appropriate)</td>
</tr>
<tr>
<td>Step 8</td>
<td>College/ School/ RI informs relevant UoG services</td>
</tr>
<tr>
<td>Step 9</td>
<td>College/School/RI forwards TAP to Academic Collaborations Office to amend Database and Calendar</td>
</tr>
<tr>
<td>Step 10</td>
<td>College/School/RI monitors academic standards and quality of student experience throughout teach-out period</td>
</tr>
</tbody>
</table>

Pathway B - the partner institution requests termination

B.1 When the University receives a request from a partner to terminate an academic collaboration or partnership, the academic lead should make early contact with the College Business/International Development Manager and the Academic Collaborations Office.

B.2 The partner should be asked to state the reasons for termination if this has not been done and particularly if the termination is before the expiry of the MoA.

B.3 The academic lead and College Business/International Development Manager should review the Memorandum of Agreement (MoA) to establish the implications for and obligations on each party.

B.4 A Termination Action Plan (TAP) (see 1.6 above) should be completed. The School/RI should liaise with the partner institution regarding the issues outlined in the TAP and, if possible, agreed with the partner. This will include full details on:
• how all students will be informed of and consulted on developments
• the arrangements to allow students to complete the programme(s);
• how the partner will inform the School of the names of all students offered a place on the programme(s);
• predictions for progression; and
• the final intake.

B.5 It should be agreed with the partner institution that it will be responsible for informing the relevant in-country authorities (for example the Ministry of Education) about the termination of the programme and the arrangements for students, with written confirmation to UoG that this has been done.

B.6 The BDM should confirm with RIO and the partner in writing that advertising and marketing of the programme(s) must cease.

B.7 The College/School/RI and partner institution should agree the arrangements for consultation with the students affected by the termination. The Academic Collaborations Office can provide further guidance on this.

B.8 The College/School/RI should inform Registry, Planning Services, Library, IT Services and Corporate Communications as appropriate, as well as the College Finance and HR Managers.

B.9 The relevant College Committee and/or ASC should be informed when the partner institution requests termination. The report should include:

• the reasons for the termination;
• confirmation that the legal obligations of the MoA have been considered and complied with;
• details of any consultation undertaken (e.g. with students on programme); and
• the proposed teach-out arrangements to ensure the maintenance of academic standards and the quality of the learning experience of students who remain on the programme (or to whom an offer has been made).

B.10 A copy of the completed TAP should be sent to the Academic Collaborations Office who will arrange to amend the Collaborations Database and University Calendar, as appropriate, to reflect the termination of the collaboration.

B.11 The College/School/RI should make arrangements for the continued monitoring of academic standards and the quality of the student experience for the duration of the teach-out period to ensure that standards and quality are maintained.

Pathway B - the partner institution requests termination

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Head of School notifies VP/Head of College and Business/International Development Manager that partner wishes to terminate collaboration</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Academic lead and Business/International Development Manager review the MoA to assess the implications of early termination</td>
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<tr>
<td>Step 3</td>
<td>College advises ASC that partner wishes to terminate collaboration. ASC informs Senate</td>
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</tbody>
</table>
| Step 4 | College/School/RI develops a Termination Action Plan in liaison with the Partner Institution which should, where possible, agreement on the arrangements for:  
  i) consultation with current students;  
  ii) the arrangements to allow students to complete the programme(s);  
  iii) cessation of marketing; and  
  iv) communication with in-country agencies (as appropriate) |
Step 5  College/ School/ RI informs relevant UoG services

Step 6  College/School/RI forwards TAP to Academic Collaborations Office to amend Database and Calendar

Step 7  College/School/RI monitors academic standards and quality of student experience throughout teach-out period

Pathway C – Natural Expiry

C.1 A partnership or programme may come to a natural end, and is one possible outcome of partnership review (link), which will take place in the year prior to the expiry date. Even if the partnership comes to a natural end, a number of actions are still required. These are outlined below.

Pathway C – natural expiry

Step 1  College advises ASC that the arrangement has expired. (This may be an outcome of partnership review). ASC informs Senate of the expiry.

Step 2  College/School/RI develops a Termination Action Plan which should, where possible, include the arrangements for:

   i) consultation with current students;
   ii) the arrangements to allow students to complete the programme(s);
   iii) cessation of marketing; and
   iv) communication with in-country agencies (as appropriate)

Step 3  College/ School/ RI informs relevant UoG services

Step 4  Senior International Officer informs British Council (as appropriate)

Step 4  College/School/RI forwards TAP to ACO to amend Database and Calendar

Step 5  College/School/RI monitors academic standards and quality of student experience throughout teach-out period