



# **Academic Quality Framework**

## **Collaborative Provision Processes TYPE 2: Contract for Services**

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## Type 2: Contract for Services

### Partner Organisation Delivery under a 'Contract for Services'

#### 1 Definition

- 1.1 TU Dublin develops and validates a programme of study leading to a TU Dublin award that requires part or all of the programme to be delivered by a partner organisation under a Contract for Services

#### 2. Approval Process

- 2.1 The Head of School liaises with the University's procurement office and puts forward a New Partnership Proposal using the Partnership Outline Proposal Form to Faculty Executive for the use of a contract for services.
- 2.2 The Faculty Director on behalf of Faculty Executive will then make a recommendation to the University Executive Team via the Partnership Function.
- 2.3 If agreed that a contract for services may be utilised, the Head of School will follow the instructions of Corporate Services to select an appropriate third party.
- 2.4 The criteria for selection of the third party should be recognisant of the requirement that the third party needs to comply with the University's Academic Quality and Assessment Regulations.
- 2.5 The contract for services should also be agreed in accordance with the University's authority to bind policy prior to the commencement of delivery.
- 2.6 In the case of a new programme, the approval of the programme of study will follow the procedures as set out in the University's Programme Validation Procedures
- 2.6.1 As part or all of the delivery of the programme may be subject to a decision in relation to a Contract for Services, the validation will focus on the curriculum content and the facilities and resources, including staffing that will be required to deliver the programme to required standards. This detail will inform the criteria for the selection of the third party.
- 2.7 In the case of an existing programme, the facility and resourcing requirements will be based on the approved programme documents.

- 2.8 Once a recommendation is made in relation to the selection of a third party, the Head of School should update the risk register and the recommendation and updated risk register should be forwarded for the consideration of by the relevant Faculty Executive Team, who will then forward it to the University Executive Team for approval prior to the issuing of contracts which must comply with the University's Authority to Bind Policy.