



Academic Quality Framework

Collaborative Provision Processes Type 6: Bespoke Provision

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Type 6 – Bespoke Provision

1. Definition

- 1.1 TU Dublin may develop and deliver a programme of study for a partner organisation, tailored for a specific group of students.

2 Stages in Approval Process for Collaborative Provision - TYPE 6

- 2.1 The Approval Process to develop a new programme leading to a TU Dublin Award, to deliver to a Bespoke Client Organisation, leading to a TU Dublin award consists of 3 stages:

- Stage 1: Outline Proposal
- Stage 2: Programme Approval
- Stage 3: Signing of Programme Provision Agreement

- 2.2 The Approval Process to deliver an existing programme to a Bespoke Client Group consists of 2 stages

- Stage 1: Outline Proposal
- Stage 3: Signing of Programme Provision Agreement

- 2.3 The approval process flow chart is provided in Section 7

3 Stage 1 – Outline Proposal

- 3.1 A request by the external organisation to have a programme delivered is made to the Head of School.

- 3.2 If the School wishes to deliver this programme to the external organisation, the Partnership Outline Proposal Form, which provides evidence of how the new partnership would align to the University Strategic Plan and partnership criteria, is submitted by the Head of School to the Faculty Dean. If the proposal is for an existing programme to be delivered to a bespoke client group, the proposed

fees arrangements should be included with the proposal (If this is a new programme, this will be covered in Stage 2).

- 3.3 The proposal is tabled at the Faculty Executive Team and if recommended to proceed to the next stage, the form is submitted to the Partnership Function. If the Partnership Function also recommends that the partnership is recommended to proceed to the next stage, the proposal is submitted to the University Programmes Board for noting. Both the Faculty Executive Team and the Partnership Function will aim to have a 2 week turnaround for each stage when all required documentation is submitted.
- 3.4 If approved, the School nominates a member of staff to act as point of contact between the proposed partner organisation and TU Dublin.
- 3.5 If either Faculty Executive Team or the Partnership Function decide that a proposal should not proceed, this decision and the objective reasons underpinning the decision will be communicated to the relevant Head of School, who will notify the external organisation. The School may within 20 working days provide the Faculty or Partnership Function with additional information that was not in the initial submission, in which case the proposal can be reconsidered.

4 Stage 2 – Programme Validation

- 4.1 The approved University [Programme Validation Process](#) must be followed to validate and approve the programme(s) to be delivered. .
- 4.2 To allow for differences in bespoke partners' contexts and programmes, Academic Affairs, in consultation with the School and Faculty, may make changes to the documentation requirements, the nature of the validation event and the composition of the Panel.
- 4.3 The report from the validation panel and response from the School and external organisation should be submitted for approval to the Faculty Board, and in the case of programmes of 30 ECTS credits or greater the University Programmes Board, for approval.

- 4.4 Upon completion of the validation process, the finalised Programme Provision Agreement (PPA) should be submitted by the School to the Partnership Function who will liaise with the professional services experts and make a recommendation for signature or not as the case may be.

5 Stage 3 Programme Provision Agreement

- 5.1 Whilst, the final decision regarding the validation of a programme rests with the University Programmes Board, the delivery of the programme is subject to the completion of an appropriate Programme Provision Agreement incorporating a Data Sharing Agreement between the TU Dublin and the external organisation.
- 5.2 The Programme Provision Agreement (PPA) should be drafted, based upon a standard TU Dublin template, by the relevant School in consultation with the proposed Client. It should contain appropriate module schedules for each programme, details in relation to the contact personnel at each institution, commencement and termination dates, and financial arrangements.
- 5.3 When programme validation processes are complete, the final PPA along with the Agreement approval sheet is submitted to the Partnership Function who will make a final decision in relation to recommendation for signature.
- 5.4 When the PPA is recommended for signature to the University President, two (or more) PPAs including addenda are normally forwarded by the School to the proposed client for signature. Once these PPA are returned, the Partnership Function shall forward the PPAs to the University President for signature. The signed PPAs will be returned to the Partnership Function who will forward a copy of the PPA to the relevant TU Dublin School and Academic Affairs and an original PPA to the external organisation, now called a collaborative provision partner, who shall retain an original copy of the signed PPA for its records and will archive a digital copy of the signed document.

6 Renewal of collaborative provisions

- 6.1 A PPA will typically expire after a maximum of 5 years. The duration of the agreement will be clearly stated within the Agreement.

- 6.2 At the commencement of the year prior to the expiration of the PPA, the relevant School, together with the partner, should consider whether it wishes to seek a renewal of the arrangements and, if so, it should instigate the formal renewal and review process.
- 6.3 The relevant Head of School should that any programmes that are due to undertake a programme review / external re-accreditation, complete the programme process in advance of finalisation of the renewal process. All academic programmes must normally be reviewed every five years. These programmes may be reviewed as part of the School Review Process.
- 6.4 In parallel to instigate the formal Partnership Renewal Process and the extension / renewal of signed contracts the Partnership Renewal Form should be submitted to the Head of Strategic Relationships Development ideally one year in advance of the PPA date.

7 Flow Chart

