

O6. Joint CITY ULE and University of York Strategy Groups

1. CITY ULE Strategy Group

Purpose:

According to the Education Cooperation Agreement (ECA), "CITY ULE and the University of York shall together form the CITY ULE Strategy Group ("Strategy Group") which will be responsible for discussing joint strategies and initiatives and all aspects of the relationship between them."

The Strategy Group provides a means for facilitating effective communication and cooperation between the University of York and CITY ULE. Its goal is to establish and implement a long-term, shared agenda to support the delivery of high-quality teaching and research activities throughout South East Europe and surrounds, to enhance internationalisation opportunities for staff and students and to ensure the public good is central to all activities.

Terms of Reference:

1. To oversee and promote the continuous development of the CITY ULE and its integration within the University
2. To formulate and oversee the implementation of shared strategies
3. To ensure the smooth operation of all aspects of the relationship
4. To oversee the effective operation of governance structures and communications between all departments
5. To oversee the work of the three sub-groups relating to Teaching and Learning, Research and Operations
6. To review and approve new partnerships

Membership:

University of York:

- Deputy Vice-Chancellor and Provost (Chair)
- Pro-Vice-Chancellor, Teaching, Learning and Students
- Pro-Vice-Chancellor, Research
- Director of International Recruitment, Partnerships and Mobility

CITY ULE:

- Vice-President and Principal (CEO) (Co-Chair)
- Academic Provost (CAO)
- Vice-Provost (Education)
- Vice-Provost (Research and Innovation)
- Vice-Provost (Recruitment)
- Head of Professional Services
- Head of International Relations

The secretariat is provided by a member of staff from International Recruitment, Partnerships, and Mobility.

Meetings:

The Group will meet at least twice per academic year. Additional meetings may be called at the discretion of the Deputy Vice Chancellor and Provost or the Vice-President.

2. Joint Learning & Teaching Strategy Group

Purpose:

The Joint Learning and Teaching Strategy Group reports to the CITY ULE Strategy Group and promotes effective collaboration between the University of York and CITY ULE. Its aim is:

- to support the delivery of high-quality programmes and student experience, both inside and outside the classroom;
- to provide the platform for combined oversight of new programme development;
- to oversee robust governance and successful quality assurance and enhancement procedures;
- to endorse opportunities for joint initiatives and staff and student mobility;
- to ensure that the mechanisms are in place to apply all the above, consistently, across all programmes and locations of delivery.

Terms of Reference:

1. To establish effective quality assurance and enhancement activities and ways of monitoring and reviewing their impact;
2. To oversee the processes in place to support the successful delivery of teaching, learning and assessment;
3. To consider and endorse the development of new programme ideas;
4. To discuss relevant updates or exemptions to Ordinances and Regulations;
5. To facilitate effective ways of working in partnership with students from both institutions;
6. To support open communication between all departments and professional services teams across both institutions;
7. To support the implementation of joint initiatives for staff development, mobility, teaching and learning events and visits;
8. To facilitate the sharing of good practice and support for areas under development;
9. To consider, as appropriate, updates on accreditation of programmes by PSRBs;
10. To share and receive, as appropriate, updates with or from:
 - CITY ULE Strategy Group and University Teaching Committee;
 - CITY ULE's Departmental Boards of Studies, Periodic Reviews, Annual Reflection process, External Examiners and Staff-Student Forums;
 - Subject Contacts, via the Subject Contact Forum;
 - Dual Degree Management Committees.

Membership:

University of York:

- Pro-Vice-Chancellor (Teaching, Learning and Students)
- Associate Pro-Vice-Chancellor (Teaching, Learning and Students) (Chair)
- Associate Deans, Teaching, Learning and Students
- Head of Academic Quality
- Chair of the Standing Committee on Assessment
- Academic Quality Policy Manager
- Representative from Student Union

CITY ULE:

- Vice-Provost (Education) (Co-Chair)
- Deputy Vice-Provost (Teaching, Learning and Students)
- Deans of Schools

- Vice-Deans of Schools
- Heads of Departments
- Deputy Heads of Departments
- Representative from Student Union

The Associate Pro-Vice-Chancellor (Teaching, Learning and Students) and Vice-Provost (Education) will alternate chairing the meetings.

The secretariat is provided by a member of staff from Student Administration and Academic Affairs, University of York.

Meetings:

The Strategy Group will meet at least twice per academic year. Additional meetings may be called at the suggestion of the Pro-Vice-Chancellor (Teaching, Learning and Students) and Vice-Provost (Education).

3. Joint Research and Innovation Strategy Group

Purpose:

The Joint Research and Innovation Strategy Group provides a means for increased Research and Innovation communication and cooperation between the University of York and CITY ULE. Its goal is to establish a long-term shared research and innovation agenda and to facilitate common high-quality research, policy advice, and networking activities. The Strategy Group members will also be expected to disseminate information, insight, and guidance regarding key issues of strategic and operational importance to staff at York and Thessaloniki.

Mission Statement:

The mission of the Joint Research and Innovation Strategy Group is to consider and agree, all strategies and activities necessary to develop, maintain and support common research agendas and support the integration of CITY ULE staff, including those of CITY ULE Research Centers within the York research community, always observing the highest standards of research integrity, quality, openness, and impact maximisation.

Terms of Reference:

1. To formulate and implement a common research strategy and to champion and promote research excellence.
2. To identify priority areas, support the development of common research agendas and facilitate the development of common research groups between researchers at York and Thessaloniki.
3. To encourage active participation of York and Thessaloniki staff in common research and innovation activities including research-led learning and teaching.
4. To facilitate the development and operation of the Doctoral Programme.
5. To identify research funding sources and facilitate applications.
6. To support the University in its engagement with key external industrial and societal stakeholders, promoting research and innovation cooperation in South East Europe and beyond.
7. To identify priority areas for research support and to advise the University Executive Board and CITY ULE Executive Board on selective distribution of resources in order to ensure the appropriate alignment of resource allocation with research strategy.
8. To ensure the effective implementation of the common Research strategy, monitor outputs and the progress of research integration of CITY ULE to York and make recommendations

to the University Research Committee and the CITY ULE Research and Innovation Committee.

Membership:

University of York:

- Pro-Vice Chancellor (Research) (Chair)
- Dean of York Graduate Research School
- Representation from the University of York's Research, Innovation and Knowledge Exchange team
- The University of York Departmental Heads or Research Directors

CITY ULE:

- The Vice-Provost (Research and Innovation)
- The Research Centres Directors
- Deans of Schools
- Vice-Deans of Schools
- Heads of Departments
- Deputy Heads of Departments

The Strategy Group may invite colleagues to participate in its meeting on an ad-hoc basis, depending on the issues to be addressed.

Meetings:

The Strategy Group will meet twice per academic year. Normally these meetings will take place alternately in York and Thessaloniki.

4. Joint Operations Group

Purpose:

The Operations Group provides a means for holding operational oversight and escalation to the CITY ULE Strategy Group.

Terms of Reference:

1. To develop and implement effective operational processes that reduce friction in the student journey by:
 - a. Clearly documenting processes within the Operational Handbook and ensuring this is maintained through an annual review.
 - b. To make recommendations on improvements to processes underpinning the student journey and management of the partnership, including access to resources and invoicing and payment arrangements.
 - c. Sharing good practice for professional services and facilitating introductions for operational teams.
2. To support and manage internal and external marketing and communications relating to the partnership, CITY ULE and tripartite activities by:
 - a. Receiving updates on the marketing policy and guidance and ensuring it is implemented effectively.
 - b. Receiving updates from each institution and on joint communications.
3. To provide oversight, and take steps to enhance the quality of the student experience at CITY ULE and those on dual award programmes by:

- a. Receiving and responding to operational issues arising from student feedback derived from staff-student forums, appeals and complaints, liaising with other Joint groups as appropriate.
 - b. Maintaining oversight of staff and student resource requirements and services and considering requests for additional resources, making recommendations to the appropriate service or governance group (e.g. UoY internal steering group).
 - c. Ensuring that student visits (e.g. MBA study weeks and study abroad opportunities) are effectively planned, implemented and captured by the student mobility tracker.
 - d. Maintaining oversight of graduation arrangements and ensuring alumni activities are aligned between the institutions.
4. To respond to strategic plans for the growth and development of the partnership by:
 - a. Considering proposals for new teaching locations / new partners, providing operational responses where appropriate to the CITY ULE Strategy Group and the University Teaching Committee.
 - b. Providing joint oversight and governance for the delivery of new contracts and contract amendments in line with processes agreed by the Joint strategy group.
 5. To support the development of collaboration between the University of York and CITY ULE by:
 - a. Defining and reporting against KPIs agreed with the Joint Strategy Group.
 - b. Providing reporting to the Joint Strategy Group and other stakeholder groups (e.g. Executive Boards, internal steering groups, etc.).
 - c. Supporting the development of mobility opportunities and site visits for academic quality, academic staff, professional service staff and student representatives.

Membership:

University of York

- Director of International Recruitment, Partnerships and Mobility (chair)
- Director of Library, Archives and Learning Services
- Deputy Head of Student Administration (Student Lifecycle)
- Policy Manager
- Student Records Manager, Progression and Awards
- Strategic Partnerships Officer

CITY ULE:

- Head of International Relations (co-chair)
- Chief Operations Officer (COO)
- Head of Academic Services
- Deputy Vice-Provost (Education and Student Experience)

The secretariat is alternated by a member of staff from International Recruitment, Partnerships and Mobility and CITY ULE. The Chair is alternated between the Director of International Recruitment, Partnerships and Mobility and the Head of International Relations. Appropriate representatives from professional services in particular OPPA and Exams and Graduation will be invited to attend as required.

Meetings:

The Group will meet at least 4 times per academic year. Additional meetings may be called at the discretion of the Director of International Recruitment, Partnerships and Mobility or the Head of International Relations.