

**EUROPEAN HERBAL & TRADITIONAL MEDICINE
PRACTITIONERS ASSOCIATION
Core Document 31
EHTPA Partnership Agreement**

Partnership Agreement between an EHTPA Approved Institution and an External Organisation Delivering Components of the EHTPA Accredited Programme

RESPONSIBILITY FOR EXTERNALLY DELIVERED COMPONENTS

This section should clarify that the EHTPA approved educational institution is responsible to the EHTPA for the quality and standards of any/all externally delivered modules/units of the accredited programme

ACADEMIC REGULATIONS AND PROCEDURES

This section should indicate how the academic rules apply and whether any alternatives can apply, for example, the existing regulations of the external organisation. In the case of EHTPA approved educational institutions without university validation, the EHTPA would deem whether or not alternatives are appropriate or inappropriate.

ADMISSION AND REGISTRATION OF STUDENTS

This section should address the roles and responsibilities in each organisation for the agreed processes for admission and registration of the students.

STAFFING

This section should indicate who is responsible for providing appropriate staff to deliver specific parts of the accredited programme(s), and any commitment as to staff development for those parts of the programme.

PROGRAMME MANAGEMENT

This should identify clearly who is responsible for the day-to-day management of the externally delivered parts of the programme and the students.

The agreement should be recorded as part of the EHTPA Full Submission Document and agreed at the EHTPA accreditation event.

MONITORING AND EVALUATION

This section should identify which organisation is responsible for preparing necessary reports e.g. student, module/unit and programme; agreement on where and which committees these are submitted to, and the personnel who have responsibility for acting upon areas deemed to require improvement and reviewing and monitoring progress.

ASSESSMENT

This section should identify who is responsible for conducting assessments and how the expectations, as described in the definitive document (EHTPA Full Submission Document), are to be met, including arrangements for assessment moderation.

EXTERNAL EXAMINERS

This section should identify the responsibility of the external examiner in relation to the externally delivered components of the EHTPA accredited programme

CONFIDENTIALITY

The inclusion of this section is dependent on the nature of the programme and the partnership arrangement. If included, the information deemed to be "confidential" is outlined and assurances around confidentiality described and assured.

PUBLICITY FOR PROGRAMMES

This section should set out the responsibilities of both parties. It includes who will provide promotional material and describes how; for example, logos and other forms of acknowledgement are to be included.

FUNDING This section should identify the type of contractual agreement and will refer to a separate schedule where the detail is set down.

IMPLEMENTATION

This section should indicate the dates when the Agreement is effective from and when it is due to end, including the process of review. It will also include how either party could withdraw by giving due notice.

OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS AND MATERIALS

This section should identify the "status" of the programme materials etc.

SIGNATURES

The signatories will be the appropriate senior representative of the EHTPA approved educational institution and partner organisation.

