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# Academic Partnerships and Award Information Policy

PAR-001 | Partnerships

VERSION 1.0 · 18 OCTOBER 2026

INSTITUTIONAL REGULATIONS & POLICIES | IEU

# Academic Partnerships and Award Information Policy

## DOCUMENT CONTROL / PAR-001

|                    |                                        |
|--------------------|----------------------------------------|
| Document ID        | PAR-001                                |
| Document family    | Partnerships                           |
| Document custodian | Partnerships / Academic Affairs Lead   |
| Version            | 1.0                                    |
| Edition date       | 18 October 2026                        |
| Review cycle       | Annually and following material change |

### 1 Purpose and applicability

Applies to public descriptions and operation of collaborative academic pathways. The provisions govern the activities within the defined IEU service scope; applicable programme-specific contracts and verified rules of a separate awarding institution govern award requirements wherever relevant.

### 2 Policy requirements

- 01 Partners must be identified accurately and each institution's role described in plain language.
- 02 The teaching provider, registrar, awarding institution and student contract counterparty must be distinguishable.
- 03 No partner's licenses, official recognition or accreditation are represented as belonging to IEU.
- 04 Public use of partner names, marks and claims follows written authorization and documented scope.
- 05 Students are informed if an award is official, institutional or another category under the applicable awarding system.
- 06 Partnership changes affecting current students trigger documented communication and continuity planning.

### 3 Operational procedure

**Trigger:** Partner proposal, website claim, agreement change or student award enquiry

- 01 Verify the entity, written arrangement, responsible teaching body and the actual awarding authority.
- 02 Map every programme to a specific issuer, credential type, jurisdiction, validation route and approved wording.
- 03 Check written logo/name usage rights before publishing any partner endorsement or credential claims.

**04** Communicate material partnership changes to affected applicants or students and prepare continuity steps.

## 4 Responsibilities and evidence

**Accountable process owner.** Partnerships / Academic Affairs Lead maintains implementation, staff guidance, case processing and reporting. Academic decisions requiring external award authority must be referred according to the verified programme arrangement.

**Minimum evidence.** Signed arrangement; diligence record; awarding map; logo permissions; approved copy; student notice.

**Record protection.** Keep case files, decisions and correspondence in access-controlled systems; apply an approved retention schedule and document transfers to relevant partners. Do not publish personal or confidential records.

## 5 Exceptions, concerns and review

**Exceptions.** Material deviations require a written rationale, authorization by a role with the appropriate delegation, and a record of any impact on students or staff. No local exception may override mandatory law or a controlling awarding-body requirement.

**Challenge and escalation.** Explain the applicable complaints, academic appeals or rights-request route to affected persons. Refer safety concerns, integrity incidents, data incidents, conflicts of interest or disputed award claims to the designated specialist authority.

**Monitoring.** Reconcile website claims with agreements and verify no expired partner claims remain.

## 6 Linked institutional controls

Related controls, where relevant: Academic Regulations (ACD-001); Academic Integrity (ACD-003); Student Complaints (STU-004); Academic Appeals (STU-005); Quality Assurance (QUA-001); Privacy and Student Records (DIG-001); Academic Partnerships and Award Information (PAR-001).

## 7 Document information and periodic review

|                             |                                            |
|-----------------------------|--------------------------------------------|
| <b>Document series</b>      | IEU Regulations & Policies                 |
| <b>Institution</b>          | International European University (IEU)    |
| <b>Applicability</b>        | See section 1 and programme-specific terms |
| <b>Student enquiries</b>    | Use the IEU contact and support routes     |
| <b>Document maintenance</b> | Controlled by the responsible function     |