

APPROVAL AND MONITORING

2B.4 COLLABORATION AND FINANCIAL AGREEMENT

- I. After consultation and legal guidance (if required), a template for a University of Buckingham collaborative Affiliation Agreement is developed. This is used for all collaborative partnerships, as an enhancement of the processes for collaborative provision.
- II. Normally, the University's Finance Department is notified of the approval in principle of new collaborative partnerships, and in collaboration with the Head of Collaborations the financial agreement is drafted.
- III. The Collaborations Department ensures that the Finance Department has an up-to-date record of all the financial agreements.
- IV. The Collaborations Department ensures that the Finance Department is provided with invoicing information for each collaborative partner to ensure timely production of invoices.
- V. The Collaborations Department ensures that there is an automatic annual review of financial agreements, regardless of the length of the Collaborative Agreement.