

APPROVAL AND MONITORING

2A.1 INITIATING AND APPROVING NEW COLLABORATIVE PARTNERSHIPS

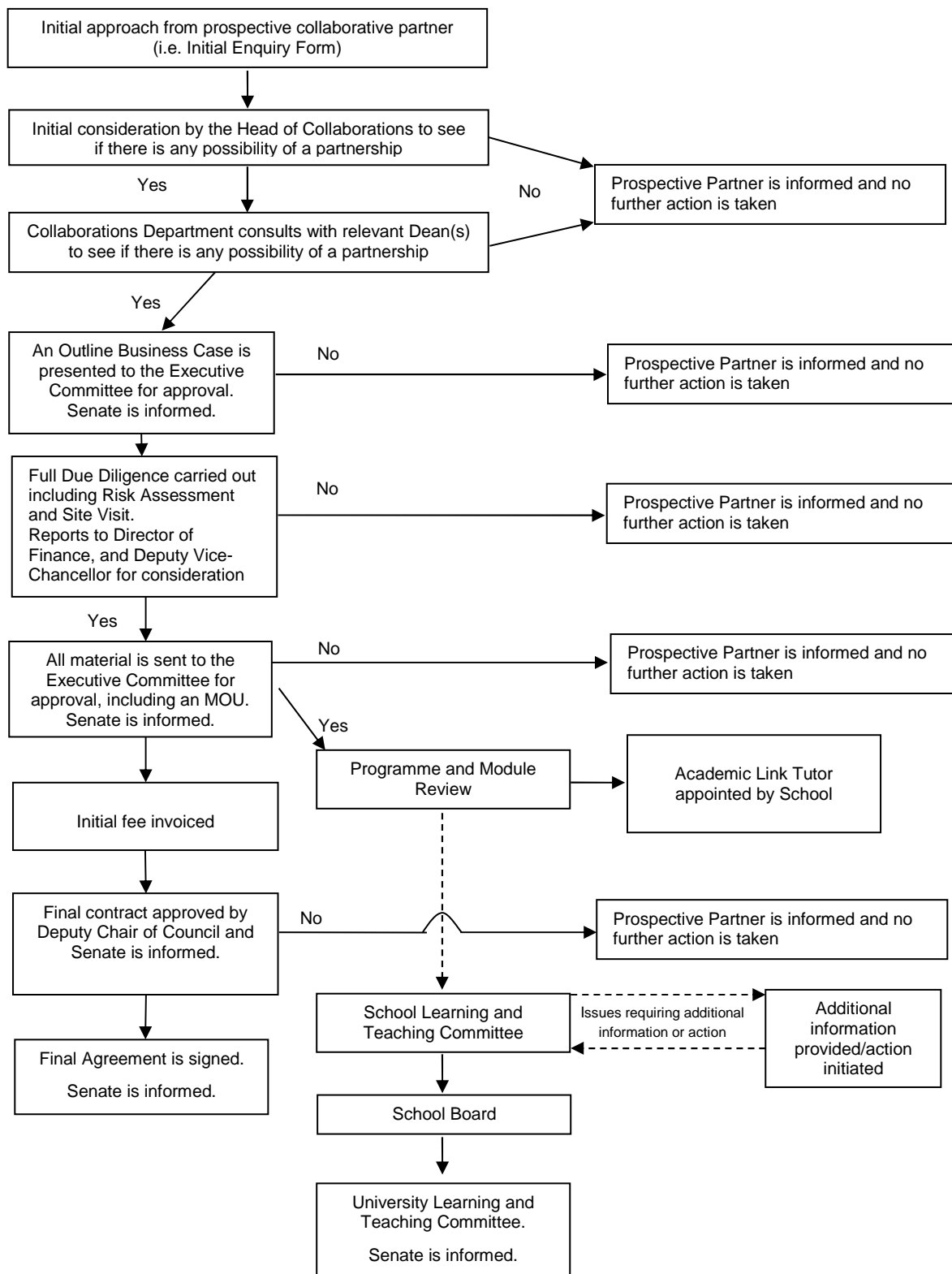
- I. First enquiries about, or suggestions for, a proposed collaborative partnership may come from the prospective partner itself or from a member of staff of the University. The Initial Enquiry Form (2A.1.1 - also available on the University website) requests information about the institution and its educational ethos, the type of collaboration being requested, the programme(s) that are proposed and contact details. Initially all enquiries should be referred to the Collaborations Department for review; the Head of Collaborations will then consult with the relevant School(s).
- II. Following receipt of the Initial Enquiry form and consultation with the relevant school(s) a decision will be taken as to whether the collaboration fits within the University's portfolio and strategy; and a Business Case (plan) is then considered by the University Executive Committee. The Committee may decide to reject the proposal, or continue with due diligence checks and risk assessments.
- III. If approved, due diligence processes are initiated. The due diligence checks look at the following aspects: governance and contractual relationships, finance, (copies of audited accounts are required); infrastructure, (copies of organisational charts); references, information about other academic collaborations, disputes, complaints, litigation etc.; insurance, (details of insurance to cover occupational liability or third part liability; and property) and facilities. (Due Diligence Checklists 2A.1.2a & 2A.1.2b)

Risk assessment is part of the due diligence process, this looks at the following aspects:

- locality of partner; partner's status
 - partnership type; partner's expertise in the particular field
 - partner's existing collaboration with the University (if any)
 - the FHEQ level of programme(s)
 - political and environmental risks
 - Strategic fit
- IV. Each of these elements is given a score, and the total score indicates a low, medium, or high risk. A commentary and interpretation is provided. (2A.1.3 Risk Assessment). A Contingency Plan (2A.2.3) is completed by the Collaborations Department to mitigate risk and complement the initial and annual due diligence.
 - V. The outcomes of the due diligence checks and risk assessment (which normally includes a site visit, see 2A.1.4 Visit Report) and a draft MOU (2A.1.5) outlining the financial terms are sent to the Director of Finance and the Deputy Vice-Chancellor for consideration prior to being presented at the Executive Committee for approval. The Executive Committee may take any of the following actions: approve the partnership in principle; defer approval pending further information or reject the proposed partnership. The decision of the Executive Committee is reported to the University Collaborations Committee.

- VI. If approved, the MOU is signed and the initial fee is invoiced. The relevant School will appoint an Academic Link Tutor to work with a prospective partner and the Collaborations Department.
- VII. Programme development may begin at this point, and the final contract is drafted for approval by the Chair of the Finance and General Purposes Committee (F&GP) and Executive Committee. If approved, it may then be signed by both parties.

INITIATING AND APPROVING NEW COLLABORATIVE PARTNERSHIPS



NB: The University Collaborations Committee is provided with updates