**ACADEMIC PARTNERSHIP PROPOSAL**

*Stage 2. Due Diligence*

*The Subject Lead Partnerships is responsible for the completion of this proposal form, but they must consult with the relevant colleagues as shown in each section of the form as indicated. Once completed, the form should be submitted to the Faculty QCSE for scrutiny and consideration before being recommended for submission to APC.*

|  |  |
| --- | --- |
| **Proposing Faculty:** | Choose an item. |
| **Name of Subject Lead Partnerships:** |  |
| **Partner organisation name and address** |  |
| **Website address** |  |
| **Name and Title of Partner’s Lead Contact:** |  |
| **Location of Delivery (Address/es):** |  |
| **Nature of Proposed Collaboration:** | Choose an item. |
| **Programme Title/s and Award/s:** |  |
| **The Programme will be taught and assessed by:** | Choose an item. |
| **Language of delivery** |  |

**Contents**

Part 1: Rationale and Background

Part 2: Legal and Financial Status

Part 3 Academic Standing of Proposed Partner

Part 4 Site Visit Assessment

Part 5 Marketing and Recruitment

Part 6 Programme Delivery and Management Arrangements

Part 7 Risk Mitigations

Part 8 Approval

Appendix 1 A Completed Costings template must be attached

Appendix 2 The Final Programme Specification(s) for all programmes must be attached

Appendix 3 The Final Module Outlines must be attached

Appendix 4 CVs of staff from the collaborating institution teaching on the programme must be attached

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# RATIONALE and BACKGROUND

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| RATIONALE FOR THE PROPOSAL |
| 1. What are the main aims of the proposed partnership?
 |
| 1. Describe how the proposal fits with the University’s and Faculty’s strategic development priorities (please be specific).
 |
| RATIONALE FOR CHOICE OF PARTNER **(IF NEW, OR FOR EXPANSION OF THE PARTNERSHIP)** |
| 1. **Conflict of interest** Is there any potential conflict of interest/competition between this proposal and existing programmes delivered through other partnerships, or at St Mary’s?

**Yes / No** If yes, please give further details. |
| 1. **Profile of the partner** Overview of the nature, character, size, structure and objectives of the organisation.
 |
| 1. **Strategic alignment**

What are the proposed partner’s Mission Statement and Values? Please indicate how these are compatible with those of the University and how the proposed partnership will assist in achieving the University’s strategic priorities. |
| 1. **Comments from External Examiner** within the Faculty (or other suitable external academics) on the proposed collaboration
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| 1. **Provide any other information** you would like to put forward to support the addition of the proposed partnership to the St Mary’s collaborative provision portfolio.
 |
| COSTINGS AND INCOME*This section must be completed by, or in consultation with, the Faculty Finance Business Partner* |
| Note: Proposals which are not accompanied by a fully developed financial plan *will not be considered*. Please submit the collaborative provision costings template spreadsheet with this form. |
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| 1. Please specify the sources of funding for the proposed programme/s, e.g. full cost to partner/student fees/HEFCE funding/etc.
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| 1. Indicate the level of student fees to be charged and the minimum annual income accruing to the University.
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| 1. Indicate whether this proposed partnership is likely to result in a surplus. Full details should be presented in the costings accompanying this form.
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| 1. Indicate whether costs are likely to be incurred in the form of payments to agents (bearing in mind the provisions of the UK Bribery Act 2010).
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| OVERSEAS PARTNERS only This section must be completed by or in consultation with the Global Engagement team |
| 1. Is St Mary’s University already operating in this country?

 **Yes**\* **/ No \****Please give details.* |
| 1. How did the proposal to develop this partnership originate? How does the choice of country fit with the University’s international strategy?
 |
| 1. Drawing on relevant information about the economic, political and social context of the country/region, provide supporting information on the stability of the country and indicate any potential risks associated with developing and being able to maintain a partnership there.
 |
| 1. What are the current legislative and cultural requirements of the country in which the programme will be delivered, including Ministry of Education (or equivalent) requirements relating to the proposed provision? What are the implications for the University and the proposed partnership?

Are these requirements likely to change, and how might this affect the partnership? Would the University have permission to teach out the students in country if the partner ceased to exist? |
| 1. Are there other universities operating in this region which may be in direct competition? Please provide an analysis of their success/market share.
 |
| 1. What is the proposed partner’s capacity for delivering programmes in English? *If the language of delivery is not English, please indicate the level of competence in this language available within the St Mary’s Faculty or discipline area which will manage the partnership.*
 |
| 1. Mode of delivery requirements:

If the programme involves ***distance learning*** is this recognised in country? Is legislation required for this mode of delivery? Please give details. If the programme is to be delivered in country by St Mary’s staff (***flying faculty***) do they require visas/permits to enter the country to work? If yes, give details of how this will be managed. |
| 1. What currency is proposed for making payments to St Mary’s University?

NB: Payments must be in Sterling, US$ or Euros, and we must ensure that the partner has agreed to this arrangement before the proposal may proceed. |
| 1. Is there a tax liability arising on payments out of the country to the UK, e.g. a withholding tax?

**Yes / No** If yes, please give details. |
| **Sources of information available to assist in completing Section 1.4:*** UK ENIC <https://www.enic.org.uk/> (national agency for the recognition and comparison of international qualifications and skills – formerly known as NARIC)
* QAA Networks and Partnerships team – email international@qaa.ac.uk
* British Council: <https://www.britishcouncil.org/>
* Relevant Ministry of Education, or equivalent government department, in country
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# LEGAL AND FINANCIAL STATUS OF PROPOSED PARTNER

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| 2.1 This section must be completed in consultation with Faculty Finance Business Partner and Senior In-House Legal Advisor  |
| 1. **Is the proposed partner a private or public institution?**

**Private / Public** |
| 1. **Company ownership**

Who are the shares held by? Are there any potential guarantors?  |
| 1. **What is the partner’s legal status as a corporate entity?**
	1. Provide details, including the date of incorporation, registration number and registered office address:
	2. Give any other relevant registrations (e.g. as a charity) which indicate that the partner is regulated at a national level:
	3. If the company is a subsidiary of another entity, please give details:
	4. Are the proposed delivery premises owned: **Freehold, Leasehold, Other** (please give details)?
 |
| 1. **Corporate profile**

Please provide a concise account, including group structure and outline of group activities:Is the partner name connected with anything negative? (based on a general internet search) **Yes / No** If yes, please give details.Have any of the directors been disqualified?**Yes / No** If yes, please give details. |
| 1. **Brand**

Is the partner likely to want a St Mary’s-related sub-brand? **Yes / No** If yes, please give details. |
| 1. **IPR**

Please give details of the location of the Intellectual Property rights for the proposed programme, and outline any action required to protect the University’s interests, for example, where the programme is already validated by another HEI. |
| 1. **Credit status**

The last three year's financial statements should be obtained by the Faculty Finance Business Partner in order to ensure the financial sustainability of the organisation, and any issues arising should be referred to the Chief Financial Officer e for added assurance if required. |
| 1. **Awarding powers**

If the proposal is for a jointly-provided programme leading to a dual or joint award, does the partner have the legal power to make awards with another awarding body? **Yes / No / Not applicable** |
| **Sources of information to assist in completing this section:*** Companies House: <http://www.companieshouse.gov.uk/> (free webcheck for information on companies in England)
* Charity Commission: <http://www.charity-commission.gov.uk/>
* Relevant national/state companies register
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# ACADEMIC STANDING OF PROPOSED PARTNER

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| 3.1 This section must be completed in liaison with the Quality and Standards Office. |
| 1. **Experience and reputation** Describe the proposed partner’s experience of delivering programmes leading to higher education awards (as understood in the UK and articulated through, for example, the Framework for Higher Education Qualifications) particularly in the subject area and at the level of the proposed collaboration. Give details of the proposed partner’s academic standing, and reputation for academic quality, in its national context (and the evidence you have seen to support this).
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| 1. **External QA reports** *Please give details of checks carried out and whether there are any published reports by OfS, QAA, OIA or other or relevant professional, statutory regulatory bodies, relating to the work of the partner organisation?*
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| 1. **Existing and Previous Links with other HEIs** *Please list and give details of any existing or previous links between the proposed organisation and other HEIs. Include other UK Awarding Institutions which have current or past relationships with the prospective party.*
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| *Provide details of the enquiries you have made to these other HEIs. What conclusions can you draw about the suitability of the proposed partner from these enquiries?* |
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| 1. **Institutional Policies/Strategies**

*Please give details on policies/strategies the proposed institution already has in place such as complaints procedures, equality and opportunity policies, library and IT policies/strategies. Please outline policies/strategies that need developing.* |
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# SITE VISIT ASSESSMENT

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| **4.1 DETAILS OF SITE VISIT(S)**  |
|  **Date(s) of visit(s)**  **Names of Site visit team** * Subject Lead Partnerships (lead):
 |
| **4.1 LOCATIONS OF ALL VISITED SITES** (please list) |
|  |
| **4.2 RESOURCES and FACILITIES** |
| 1. **Teaching spaces, including classrooms and any specialist facilities**
 |
|  |
| 1. **Library and learning resources (incl TEL) and facilities**
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|  |
| 1. **IT resources and facilities**
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|  |
| 1. **Academic support for students (e.g tutoring, management of placements, if applicable)**
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| **4.3 STUDENT SUPPORT SERVICES** |
| 1. **Student Support services and facilities**

*Please give details of any relevant support/facilities available to students at the proposed collaborative institution such as counselling, dyslexia support, student union, student reps, halls of residence, placement procedures.* |
|  |
| **4.4 STAFFING** |
| 1. **Staffing (details of Academic Teaching and Support team structures)**

*Please give details of staffing at the proposed collaborative institution, including levels of qualifications held by members of staff envisaged to be involved in the delivery of programmes.*  |
|  |
| 1. **Recruitment and Appointment of Academic Staff**

*Please give details of staff recruitment and planning and the measures in place to ensure the programme(s) is approriately resourced and continutity assured.* |
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| 1. **Arrangements for Staff Development**
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| **4.5 STUDENT PERFORMANCE** |
| 1. **Standard of student achievement on current HE programmes**
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| **4.6 MEETINGS WITH STUDENTS (if applicable)** *Add any comments (if the site visit allowed the chance to meet with students).*  |
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| **4.7 QUALITY ASSURANCE AND PROGRAMME MANAGEMENT** |
| 1. Please give an outline (and provide structure charts if available) of the proposed partner’s arrangements/strategies for:
* Quality management and enhancement (e.g Committee structure, enhancement plans)
* Programme meetings and exam board arrangements
* Assessment, moderation and feedback, tutorial systems
* Student representation and student feedback mechanisms
* Employability and Careers education, information and advice
* Institutional policies/guidance relating to academic misconduct, complaints, appeals, student support
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# MARKETING, RECRUITMENT

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| **5.1** This section should be completed in consultation with Global Engagement, Marketing and Communications and Digital Engagement teams. |
| 1. Provide details of any St Mary’s market research undertaken to support the development of the proposal.
 |
| 1. Outline the likely contribution of the proposal to University/ Faculty targets over the first five years. Provide supporting evidence for the figures presented in the business plan accompanying this form.
 |
| 1. Outline the marketing and recruitment schedule, including details of target market/s, proposed marketing strategy, etc.
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# PROGRAMME DELIVERY AND MANAGEMENT ARRANGEMENTS

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| 6.1 This section must be completed in liaison with the Quality and Standards Office and any other Faculties involved in supporting delivery (if applicable) |
| * + - * 1. Faculty responsible for managing the provision
 |  |
| * + - * 1. Other Faculties involved in supporting delivery (if applicable):
 |  |
| * + - * 1. Partnership Link Tutor/s
 |  |
| * + - * 1. **Experience of managing academic partnerships** Please outline the experience of the staff named in 2.3 and 2.4 of developing and managing collaborative arrangements, including their experience of working in the country in which the proposed partnership will be based. If their experience is limited, please indicate the arrangements to be put in place by the Faculty to support the individuals in managing the partnership.

In the case of delivery in a *language other than English*, please give details of the competence of the proposed Partnership Link Tutor in that language, and outline the measures that will be put in place to enable the Subject Lead Partnerships / Partnership Link Tutor to have full access to the provision, including communication with staff and students. |
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| * + - * 1. **Exit arrangements**

Please outline proposed strategies for protecting the interests of students and minimising any reputational risks to the University, should it be necessary to withdraw from the partnership. 1. …
2. …
3. …
 |
| * + - * 1. **Number of intakes per year:**
 |  |
| * + - * 1. **Entry points to the programme/s:**
 |  |
| * + - * 1. **Maximum numbers per cohort**
 |  |
| * + - * 1. **Minimum numbers per cohort**
 |  |
| * + - * 1. **Implementation** Will the programme replace any existing provision leading to a St Mary’s award (if Yes, please specify)? When, and at which sites, will each level of the programme be implemented? Provide any other relevant information about the implementation of the proposed arrangements.
 |
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| * + - * 1. **Proposed start date/s for delivery of the programme/s:**
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|  |
| * + - * 1. **Language of instruction**

Will the programme/s be taught and assessed exclusively in English?Yes / No\* If no, please specify the language of delivery and/or assessment and provide details of measures to be taken to assure the quality and standards of the provision.\*Note: Proposals for delivery in a language other than English with a new partner are unlikely to be approved unless evidence can be given to demonstrate that the benefits of the partnership substantially outweigh the potential risks to the University in assuring the academic standards of awards made in its name. |
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| * + - * 1. **Learning Resources/VLE**

Who will be providing learning resources and IT facilities? *Partners (particularly those under franchise arrangement) are expected to have their own VLE (refer to SMU Operations Manual for Franchise Partnerships). If the proposal relies in any way on the provision of learning resources or IT facilities by St Mary’s University, this must be discussed and agreed by the Head of Library and Digital Support, Chief Information Officer and any additional licensing costs must be included in the costings. Please note that provision of specific resources for validation only partners may not be possible.*  |
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| * + - * 1. **Resource implications for the University**

Are the proposed student numbers or the resources needed to deliver this programme likely to require a significant increase in the level of University support or resources?**Yes / No**Please give details, if applicable, and state how additional support and/or resources will be funded. |
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| * + - * 1. **Professional accreditation**

Is there is any professional body involvement in the proposed partnership? Yes / NoIf yes, please give further details including the name of professional body and the process to be followed to achieve accreditation. |
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# RISK MITIGATIONS

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| **Risks Specific to this Proposal identified via the Risk Assessment Tool (RAT)** This relates to the RAT scores in the Academic Proposal Form Part 1 (Initial Viability & Risk Assessment). Please list the mitigations that will be in place for risks identified where the rating was 3 or above.  |
|  | **Specific Risk** | **Impact****(L / M / H)** | **Likelihood** **(L / M / H)** | **Key actions to be taken or controls already in place** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

*Extend list as necessary.*

# APPROVAL

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| **8.1 RECOMMENDATION FOR APPROVAL**  **FACULTY QUALITY, CURRICULUM AND STUDENT EXPERIENCE COMMITTEE (QCSE)** |
| **DATE PRESENTED TO QCSE MEETING**:Click or tap to enter a date. | **QCSE DECISION:**Choose an item. |
| Paste in relevant minute (incl completion of any actions): | *Faculty QCSE Secretary to copy and paste minute here, for the definitive programme records.* |
| **8.2 APPROVAL BY ACADEMIC PARTNERSHIPS COMMITTEE (APC)** |
| **DATE PRESENTED TO APC MEETING**:Click or tap to enter a date. | **APC DECISION:**Choose an item. |
| Paste in relevant minute(incl any required actions): | *APC Secretary to copy and paste minute here.* |