Partner Proposal: Collaborative Partners Sub-Committee Approval (corporate partnerships only (non-academic))

The role of the Collaborative Partners Committee is to ensure that proposed and existing partners of the University demonstrate a mission and strategic compatibility, and have appropriate legal, governance, financial, management and ethical arrangements in place. Please submit to [quality@yorksj.ac.uk](mailto:quality@yorksj.ac.uk)

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| Partnership Contact Details | | |
| Name of Proposed Partner |  | |
| Contact Details | *Address* | |
| Telephone: | | email: |
| Name of main contact |  | |
| Role of main contact |  | |

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| **What is the nature of the partnership being proposed?** |  |
| **What will be the responsibilities of the partner?** |  |
| **What will be the responsibilities of the University?** |  |
| **What risks are involved for the University as a result of this partnership? How might they be mitigated?** |  |
| **What resources would be required for the University to deliver on this partnership?** |  |
| **Is the partner required to provide additional resource in order to deliver on this partnership? Has this commitment been made? When will resource be in place?** |  |
| **What is the benefit/impact of this partnership for students?** |  |
| **What other benefits are there for the School/University as a result of this partnership?** |  |

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| Conflicts of Interest (perceived or actual in the last 5 years) | |
| Are there any links between the proposed partner and proposed School or individual staff within the School? | *If yes, please provide details of any known association, connection or relationship with the partner or any of its employees.* |

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| Risk Assessment (Partner) | | | | |
|  |  | |  | Additional information[[1]](#footnote-1) |
| 1 | English language  Please state the language of instruction at proposed partner, if not English | | Choose an item. |  |
| 2 | location of partner | | Choose an item. |  |
| 3 | status of partner | | Choose an item. |  |
| 4 | host School’s experience of collaboration of this type | | Choose an item. |  |
| 5 | partner’s experience of collaboration with UK/non-UK HEIs | | Choose an item. |  |
| 6 | implications for Tier 4 students (if applicable) | | Choose an item. |  |
| 7 | resources | Choose an item. | |  |
| 8 | partner’s role in delivery | Choose an item. | |  |

***Please allow 10 working days before the paper deadline for Finance to complete this section of the form. You are required to provide Finance with audited accounts for the partner, and a credit check will be undertaken.***

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| Financial Viability: University Expenditure | | |
| *The Proposer must complete Annex 1 and discuss this section with Finance prior to submission to Due Diligence* | | |
| Total Costs Y0 |  | *To be completed by Finance* |
| Total Costs Y1 |  | *To be completed by Finance* |
| Total Income Y1 |  | *To be completed by Finance* |

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| Finance Recommendation (to be completed by Finance) | |
| Credit check undertaken? | *Please add comments as appropriate* |
| Review of audited accounts? | *Please add comments as appropriate* |
| RAG rating | *(Red, Amber or Green)* |
| Signed |  |
| Position | Director of Finance |
| Date | Click here to enter a date |

***Please allow 10 working days before the paper deadline for the University Solicitor to complete this section of the form.***

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| University Solicitor recommendation (to be completed by the University Solicitor only) | |
| Is there already a legal relationship with the University and this partner? | *Please add comments as appropriate* |
| Are there any legal risks or issues that need to be considered by the Committee? |  |
| Has the contracting process with the partner already begun? | *Please add comments as appropriate* |
| RAG rating | *(Red, Amber or Green)* |
| Signed |  |
| Position | University Solicitor |
| Date | Click here to enter a date |

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| Due Diligence Checklist | | |
| To be completed by: | *The proposer is responsible for ensuring that all elements have been completed by School and site visitor (as appropriate) prior to submission* | |
| Ethics | | |
| School | Partner’s mission and values (including ethical considerations) *Give evidence of the standing of the proposed partner, including a brief outline of the history and development of the organisation within the context of the proposed partnership.* |  |
| DDC | The proposed partner conducts business in a manner and within an ethical framework that supports diversity and equal opportunities.  There is a strategic fit with the proposed partner and University mission, values and strategy. | Choose an item |
| Additional Information | | |
| School | *Include any other relevant information that would assist with the decision to engage with the proposed partner. Note any special or unusual features of the proposed collaboration which should be drawn to the attention of those considering the proposal.* |  |

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| List of supporting documentation |

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|  |  | School confirmation of attachment | Reason documentation not included: | Registry check |
| 1 | School Quality Panel Approval | Choose an item. |  | Choose an item. |
| 2 | Partner Development timeline | Choose an item. |  | Choose an item. |
| 3 | Consultation with University solicitor | Choose an item. |  | Choose an item. |
| 4 | Audited accounts | Choose an item. |  | Choose an item. |
|  | *Please list any additional documentation appended to the proposal:* |  |  |  |
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| Due Diligence Outcome | |
| School Quality Panel risk assessment conditions signed off (if applicable)? | Choose an item. |
| The partner is | Choose an item |
| Type of arrangement: |  |
| Earliest commencement date for the partnership subject to operational compliance |  |

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| Collaborative Partners Sub-Committee Approval | | | |
| Signed |  | | |
| Name | Amanda Wilcox | | |
| Position | University Secretary |  | Click here to enter a date |
| CPSC date | |  | |

1. *For area(s) identified as 3, provide any additional information that Due Diligence Committee will need to take into account* [↑](#footnote-ref-1)