Partner Proposal: Stage 2 Collaborative Partners Sub-Committee Approval (for articulation, progression or collaborative delivery – **excludes** validation or franchise agreements)

The role of the Collaborative Partners Sub-Committee is to ensure that proposed and existing partners of the University involved in the delivery of academic programmes 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)

*Quality will add Partner Proposal: Stage 1 School Quality Panel Approval as a cover sheet*

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| **Proposed type of partnership** *(delete as appropriate)* | No award involved  Flying faculty  Articulation agreement  Progression agreement  Online/DL collaborative programme delivery  On-campus collaborative programme delivery |

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| Partnership Contact Details | | |
| Name of Proposed Partner |  | |
| Contact Details | *Address* | |
| Telephone: | | email: |
| Name of main contact |  | |
| Role of main contact |  | |
| OfS Registration Date |  | |
| Partner Tier 4 Licence Sponsor Number |  | |

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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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| Recruitment Schedule (start dates for cohorts, as appropriate) | | | | | | | | | | | |
| Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
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| *red: proposers to discuss with Assessment Manager prior to submission* | | | | | | | | | | | |

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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 | University expertise in this subject | Choose an item. |  |
| 5 | host School’s experience of collaboration | Choose an item. |  |
| 6 | partnership model | Choose an item. |  |
| 7 | partner’s experience of collaboration with UK/non-UK HEIs | Choose an item. |  |
| 8 | partner’s expertise in this subject | Choose an item. |  |
| 9 | status of programme | Choose an item. |  |
| 10 | highest FHEQ level delivered by the partner | Choose an item. |  |
| 11 | highest FHEQ level to be delivered under the partnership | Choose an item. |  |
| 12 | Tier 4 student recruitment | Choose an item. |  |

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| Risk Assessment (For Collaborative Programme Delivery only) | | | |
|  |  |  | Additional information[[2]](#footnote-2) |
| 1 | resources | Choose an item. |  |
| 2 | partner’s quality assurance systems | Choose an item. |  |
| 3 | partner’s role in delivery | Choose an item. |  |
| 4 | partner’s role in assessment | Choose an item. |  |
| 5 | partner staff expertise in this subject | Choose an item. |  |

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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* | |
| Compatibility | | |
| School | *State the level of academic programme and subject areas that the proposed partner is currently delivering; links with UK partners; experience of working in the proposed subject area(s).* |  |
| [[3]](#footnote-3)Site visitor | Are there any differences in approach at the proposed partner which might compromise the University’s standards? | Choose an item |
| Site Visitor | Is there evidence of experience at the proposed partner of delivering comparable programmes at a similar level? | Choose an item |
| DDC | There is a strategic fit with the proposed partner and University mission, values and strategy. | Choose an item |
| [[4]](#footnote-4)Ethics | | |
| School | Partner’s mission and values (including ethical considerations) *Give evidence of the academic standing of the proposed partner, including a brief outline of the history and development of the organisation within the context of the home country’s education system.* |  |
| DDC | The proposed partner conducts business in a manner and within an ethical framework that supports diversity and equal opportunities. | Choose an item |
| Academic standing and quality assurance | | |
| School | *Have the standards of provision at the proposed partner been assessed as appropriate?* | Choose an item |
| Site Visitor | Is the partner familiar with the standards of UK higher education? | Choose an item |
| DDC | The proposed partner is providing the correct level or standard of provision | 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.* |  |
| School | *Are there any risks that may arise from this partnership not covered above, and how might they be mitigated?* |  |

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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/Programme Development timeline | 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: | Choose an item |
| Highest FHEQ level | Choose an item |
| Minimum number of students per cohort to secure the student experience (normally 10): |  |
| Maximum number of students per cohort: |  |
| Earliest commencement date for the programme(s) subject to operational compliance |  |

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| Collaborative Partners Sub-Committee Approval | | | |
| Signed |  | | |
| Name | Amanda Wilcox | | |
| Position | University Secretary | Date | 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)
2. *For area(s) identified as 3, provide any additional information that Executive Board will need to take into account* [↑](#footnote-ref-2)
3. It may not be appropriate for a site visit to have occurred, so this should be completed by the proposer as appropriate [↑](#footnote-ref-3)
4. Note: overseas partners may be operating in a different cultural and legal framework. Further information can be found by referring to the British Council and UK Foreign & Commonwealth Office websites: <http://www.britishcouncil.org/> <https://www.gov.uk/government/organisations/foreign-commonwealth-office> [↑](#footnote-ref-4)