

# Partner approval process

The approval of a collaboration involves two distinct but related processes:

1. recognition of the partner organisation (addressed in this document);
2. approval of the arrangement whereby the collaboration leads to a York St John University award (addressed in the programme approval process) for the first proposed programme.

## Overview of the partner approval process

The partner approval process comprises the following main stages:

1. partner approval in principle by the University;
2. due diligence enquiries;
3. Partner approval by the University

## Documentation

A partner proposal is required, which comprises the following parts:

1. partner information;
2. risk assessment;
3. supporting documents, listed here but forming an integral part of the proposal;
4. business case;
5. site visit checklist;
6. due diligence outcome<sup>1</sup>.

Additional documentation is required for the programme approval process that can run in parallel.

**Collaborative Partners Sub-Committee** is responsible for considering partner proposals and making recommendations on approval to Academic Board.

## Due diligence and the Partnership agreement

Due diligence takes places at three year intervals, but may also be triggered by a review of the partnership agreement, by a proposed change to the partnership agreement, by a recommendation from the School, or as a result of the Annual Monitoring of programmes.

Each partnership agreement is approved – or terminated – by the Academic Board. The effectiveness of the partnership is reviewed by the School:

- after the first year; *and*
- after the first cohort has completed or after a further two years, whichever is the sooner; *and*
- thereafter, in the semester before the periodic review of the first programme approved.

The School provides its Annual Monitoring report on collaborative provision to the Collaborative Partners Sub-Committee.

The procedure for termination or non-renewal of a collaborative partnership agreement is documented in the Document Directory with the appropriate forms. Each agreement has a maximum term of six years.

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<sup>1</sup> this includes the type of arrangement proposed, the FHEQ level, the maximum number of students, and initial parameters for the Operations Manual to be developed subsequently by the School