

Partner Proposal: Stage 1 Executive Board Approval

The role of the Executive Board is to consider the proposal in relation to: the strategic fit of the proposed partnership (university strategy and partnership strategy); the nature of the proposed partner; risk in relation to compliance; capacity (partner and University); and financial viability.

Confirmation that proposers have discussed the proposed partnership with the Academic Registrar and Director of YSJ Global prior to completing this form. Please tick or enter 'yes':

| | |
|--|--|
| Proposed type of partnership (delete as appropriate) | Validation Franchise Collaborative Programme Delivery Flying Faculty Off Campus delivery |
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| <p>Validation An arrangement where the University agrees to make an award for a programme designed and delivered by another organisation, leading to a University award.</p> <p>Franchise An arrangement in which the University authorises another organisation to deliver part of all of one of the University's own programmes leading to a University award.</p> <p>Collaborative Programme Delivery A collaboration with a partner institution without degree awarding powers that provides specialist input to a University programme of study leading to a University award.</p> <p>Flying faculty A University programme delivered at another location with premises/facilities provided by a partner organisation.</p> <p>Off-Campus Delivery A University programme delivered at another location with premises/facilities provided by a partner organisation.</p> <p>Further information on YSJ Collaborative Provision and partnership models and definitions can be found at : Collaborative provision York St John University (yorks.ac.uk) and in the operation manuals found here: Partner Approval York St John University (yorks.ac.uk)</p> |
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| Partnership Summary Information | | | |
|---|--|--------------------------------|----------------|
| Name of Proposed Partner | | | |
| Lead University contact | | | |
| Proposed School(s) | Choose an item | | |
| Proposed type of Collaboration | Choose an item | Nature of partner organisation | Choose an item |
| Proposed Partnership Commencement Date | Click here to enter a date | | |
| Proposed Programme Commencement Date | Click here to enter a date | | |
| How long is it planned to offer the partnership in the first instance? | <i>Standard partnership arrangements are three years; if the proposal is for a different term, please provide a rationale for this</i> | | |

| 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? | <i>If yes, please provide details of any known association, connection or relationship with the partner or any of its employees.</i> |

Nature of the Proposal (What is being proposed)

Please submit this form to quality@yorks.ac.uk prior to submission to the Executive Board

| | |
|--|--|
| Summary of the proposed partnership (100 words) | |
| Summary of the proposed partner (100 words) | <i>Include information on the nature and size of organisation and a breakdown of staff and student numbers</i> |
| Strategic Fit (What is the benefit of the proposed partnership to University) | |
| Rationale for the partnership: compatibility with the University (150 words) | <i>Include a statement on how the development fits with the University's partnership strategy:</i> <ul style="list-style-type: none"> • <i>baseline value and impact of partnerships;</i> • <i>economic, cultural and social impact;</i> • <i>increased recognition and reputation of the University;</i> • <i>employer engagement;</i> • <i>collaborative research bids.</i> |
| Reason(s) why the organisation is seeking a partnership with the University and for the particular programme(s) (150 words) | |

| Proposed Areas for Collaboration: Programme Titles; Level & Mode of Study; student numbers | | | | | | | |
|---|------------------------------|-----------|-------------|-----------|--------------|-----------|---|
| Programme Title(s) | Student Numbers (per cohort) | | | | | | Mode of Delivery (Franchise, validation, flying faculty, online) |
| | UG (FHEQ 4,5,6) | | PG (FHEQ 7) | | PGR (FHEQ 8) | | |
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Financial Viability: University income | | | | |
|---|----------------------|----------------------|--|----------------------|
| <i>The Proposer must complete and discuss this section with Finance prior to submission to Executive Board</i> | | | | |
| Minimum cohort size per programme (normally 10 to secure quality of student experience) | | | Maximum cohort size (consider impact of Franchise on University services: admissions, finance, registry, ILS) | |
| Projected % growth rate over 5 years | 2 nd year | 3 rd year | 4 th year | 5 th year |
| Origin of Students | Choose an item | | | |
| Source of Funding | Choose an item | | <i>To be completed by Finance</i> | |

| | | |
|--|---|-----------------------------------|
| Fee charged to Partner | | <i>To be completed by Finance</i> |
| Fee charged to Students | | <i>To be completed by Finance</i> |
| Basis on which fee will be levied | <i>per student/cohort per intake/on-going cohorts</i> | <i>To be completed by Finance</i> |

Financial Viability: University Expenditure

The Proposer must complete Annex 2 and discuss this section with Finance prior to submission to Executive Board

| | | |
|------------------------|--|-----------------------------------|
| Total Costs Y0 | | <i>To be completed by Finance</i> |
| Total Costs Y1 | | <i>To be completed by Finance</i> |
| Total Income Y1 | | <i>To be completed by Finance</i> |

Finance Recommendation

| | | |
|-------------------|---|--|
| RAG rating | <i>(Red, Amber or Green)</i> | |
| Signed | | |
| Position | Director of Finance (or approved alternate) | |
| Date | Click here to enter a date | |

The proposer must complete Annex 1 prior to submission to Executive Board

Basic Level Due Diligence

| | | |
|---|------------------------------|--|
| RAG rating | <i>(Red, Amber or Green)</i> | |
| Include information on: | | |
| <ul style="list-style-type: none"> • <i>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).</i> • <i>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.</i> • <i>State the legal standing of the proposed partner and its capacity in law to contract with an awarding institution.</i> • <i>How is the partner funded?</i> • <i>Are you aware of whether the partner has, or has previously had, relationships with other UK higher education providers? If so, who and what is the record of such partnerships?</i> • <i>Whether the partnership will negatively impact on YSJ student recruitment (home and international)?</i> | | |

Name of the Executive Board member (or nominee) who will carry out the site visit prior to CPSC

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|--|
| To be accompanied by a School or Registry representative? |
| |

| Executive Board Risk Assessment Summary (to be completed by Executive Board) | | | |
|---|--|--|--|
| | <i>recommend the proposal proceeds</i> | <i>recommend the proposal proceeds but with the specified conditions to be signed off by Collaborative Partnership Sub-Committee</i> | <i>recommend the proposal should not proceed</i> |
| Strategic Fit: University Mission & Values | | | |
| Strategic Fit: Partnership Strategy | | | |
| International Strategy | | | |
| Learning & Teaching (Capacity) | | | |
| Compliance (Quality Assurance; Tier 4) | | | |
| Financial Viability | | | |

| | | |
|---|--|--|
| Not Approved for the following reasons: | | <p style="text-align: center;">Vice Chancellor</p> <p style="text-align: center;">Click here to enter a date</p> <p style="text-align: center;">Chair of Executive Board</p> |
| Approved with the following conditions to be signed off by the Collaborative Partners Sub-Committee: | | |
| Approval to proceed to the Collaborative Partners Sub-Committee | | |

Executive Board sign-off (to be completed by EB only)

ANNEX 1

To be completed by the Proposer prior to submission to Executive Board

| Risk Assessment (Partner) | | | |
|----------------------------------|---|-----------------|-------------------------------------|
| | | | Additional information ¹ |
| 1 | English language Please specify language of instruction if this is 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. | |

| Risk Assessment (Programme Delivery) | | | |
|---|---|-----------------|------------------------|
| | | | Additional information |
| 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. | |

¹ For area(s) identified as 3, provide any additional information that the Executive Board will need to consider.

ANNEX 2

| Financial Viability: University Expenditure (white boxes to be completed by proposer). | | | | | |
|---|---|------------------------|--|--|-------------------------|
| <i>The Proposer must discuss this with Finance prior to submission to Executive Board. The proposal cannot progress without this</i> | | | | | |
| Visits to Partner: Set Up (Year 0 partnership development) (insert rows as necessary) | | | | | |
| Purpose | Staff Role / Scale (for costing) | Number of Staff | Number of days including travel | Estimated Flights and subsistence costs | Finance Comments |
| School Scoping Visit | 10 | | | | |
| Executive Board nominated Visit | 10+ | | | | |
| External Panel Visit | £200/day | | | | |
| Committee Approval | | | | | |
| Partner/Programme Approval Event (Chair; internal member; Quality; External Panel members) | 1x10+ 1x8 1x5 2x£200 | | | | |
| Partner Induction | 8 | | | | |
| Quality Visit | 8 | | | | |
| Academic Support (documentation; regulations; processes) | 8 | | | | |
| Admin Support | 3/4 | | | | |
| Registry Programme & Partner Approval; | 5 | | | | |
| Visits to Partner: Year 1 of delivery (insert rows as necessary) | | | | | |
| Purpose | Staff Role | Number of Staff | Number of days (including travel) | Estimated Flights and subsistence costs | Finance Comments |
| Quality Visit (1) | 8 | | | | |
| Quality Visit (2) | 8 | | | | |
| Academic Support (teaching materials; pre module skype; moderation; Subject Director support) x no of modules / year | 8 | | | | |
| SAU (Moodle set up; SAP; tracking students) x no of modules / year | 3/4 | | | | |
| Admissions; Data Quality; Assessment; Student Records | 4 | | | | |
| Additional Costs (please specify) | | | | | |

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