

Partner Proposal: Stage 2 Collaborative Partners Sub-Committee Approval

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.

Academic Quality will add Partner Proposal: Stage 1 Executive Board Approval as a cover sheet

Proposed type of partnership <i>(delete as appropriate)</i>	Validation Franchise Collaborative Delivery Flying Faculty Off Campus delivery
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Partnership Contact Details	
Name of Proposed Partner	
Contact Details	<i>Address</i>
Telephone:	email:
Name of main contact	
Role of main contact	
OfS Registration Date	
Partner Tier 4 Licence Sponsor Number	

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>

Recruitment Schedule (start dates for cohorts – please specific year)											
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug

Dates in red: proposers to discuss with Academic Registrar prior to submission

Collaborative Partnership Sub-Committee Checklist	
To be completed by:	<i>The proposer is responsible for ensuring that all elements have been completed by School and site visitor (as appropriate) prior to submission</i>
Compatibility	

School	<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>	
Site visitor	<i>Are there any differences in approach at the proposed partner which might compromise the University's standards?</i>	No
Site Visitor	<i>Is there evidence of experience at the proposed partner of delivering comparable programmes at a similar level?</i>	Choose an item
CPSC	<i>There is a strategic fit with the proposed partner and the University mission, values and strategy.</i>	Choose an item
1Ethics		
School	<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>	
CPSC	<i>The proposed partner conducts business in a manner and within an ethical framework that supports diversity and equal opportunities.</i>	Choose an item
Legal and governance		
School	<i>information about governance</i>	
School	<i>State the legal standing of the proposed partner and its capacity in law to contract with an awarding institution.</i>	
CPSC	<i>The legal status of the operation of the proposed partner; fitness to practise and appropriate governance mechanisms have been confirmed.</i>	
Reputation and academic standing		
School	<i>Provide reports (UK, in-country or internal) of accreditations or audits.</i>	Appendix 1
School	<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>	
Site Visitor	<i>Is the partner familiar with the standards of UK higher education?</i>	Choose an item
CPSC	<i>The proposed partner has demonstrated that it is compliant with the requirements of the legal and quality framework within which it is operating.</i>	Choose an item
Finance		
School	<i>How is the partner funded?</i>	
School	<i>Provide audited accounts (or equivalent) for at least three years</i>	Appendix 2
CPSC	<i>The financial stability of the proposed partner, the source of funding and the ability to sustain the agreement has been confirmed.</i>	
Management		

¹ 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>

Please submit this form to quality@yorks.ac.uk

School	<i>Provide organisational charts for senior staff and for academic structures.</i>	Appendix 3
Site Visitor	Is there evidence that the central authorities of the proposed partner are committed to the proposed collaboration?	
Site Visitor	Is there evidence of sound quality management underpinned by adequate administrative support?	
CPSC	The proposed partner has an appropriate management structure to oversee the partnership.	
Quality assurance		
School	<i>Please indicate the basis of the quality assurance system followed (for example: the UK Quality Code). Include diagrams or reference to relevant documents as appropriate e.g. a statement of the management of quality assurance and enhancement at institutional and subject level, an institutional quality assurance handbook, policy or procedural statements on the external examiner system, annual monitoring.</i>	Appendix 4
Site Visitor	Are the arrangements for assessment appropriate and rigorous so as to ensure that the standards are equivalent to those at the University, including invigilation, checking that those taking the assessment are the same as those being recorded as having completed the assessment, security of assessment materials (including examination papers)?	
Site Visitor	Is there evidence of the proposed partner's ability to manage processes for quality assurance in higher education to meet relevant Expectations of the Quality Code?	
Site Visitor	Is there evidence of a strong infrastructure to support students in their learning and which meets the expectation of the University?	
CPSC	The proposed partner has an appropriate quality assurance structure for its educational provision.	
Student Support		
Site Visitor	Is there evidence of academic support mechanisms and provision for meeting the students' wider educational needs?	
Site Visitor	Allowing for local conditions, do the premises provide an environment for teaching and learning commensurate with those available to students in higher education in the UK?	
Site Visitor	Are staff at the proposed partner provided with appropriate induction and given opportunities for wider development?	
CPSC	The proposed partner has an appropriate Student Support structure for its educational provision.	
Resources		
Site Visitor	Is the proposed partner able to provide an appropriate and safe working environment for students?	Choose an item
Site Visitor	Do the premises provide adequate resources for study and research or is there an alternative to students externally?	
Site Visitor	Do the premises provide suitable accommodation for teaching at the level of higher education?	
CPSC	The proposed partner has adequate resources to support its educational provision.	

Academic approval		
School	<i>Does the partnership proposal involve a new or existing programme? If it is an existing programme, will any adjustments be required for the partner?</i> <i>Note: you must submit a proposal to Academic Programmes Committee for any new programmes</i>	Choose an item
Additional Information		
School	<i>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.</i>	
School	<i>Are there any risks not identified above that may arise from this partnership, and how might they be mitigated?</i>	

List of supporting documentation

		School confirmation of attachment	Reason documentation not included:	Registry check
1	Executive Board Approval	Choose an item.		Choose an item.
2	Partner Strategic Plan			
3	Accreditations or audit reports			
4	Audited accounts			
5	Organisation charts			
6	QA information			
7	School site visit report			
8	Executive Board nominee site visit report			
9	Schedule 1 Programmes validated for delivery under this Agreement (<i>form attached</i>)			
10	Schedule 2 Venue (<i>form attached</i>)			
11	Schedule 3 Financial Agreement			
12	Schedule 4 Location, Term, Start Date and Details of Notices			
13	Partner/Programme Development timeline	Choose an item.		Choose an item.
	<i>Please list any additional documentation appended to the proposal:</i>			

Please submit this form to quality@yorks.ac.uk

Collaborative Partnership Sub-Committee Outcome	
Executive Board 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:	
Collaborative Partnership Sub-Committee authorises	Choose an item
Earliest commencement date for the programme(s) subject to operational compliance	

Collaborative Partners Sub-Committee Approval	
Printed Name and Signature	
Position	Chair of Committee <input type="text" value="Click here to enter a date"/>
CPSC date	