## BRUNEL UNIVERSITY LONDON

## STRATEGIC APPROVAL OF A PARTNERSHIP FORM

Anyone considering developing a partnership proposal should contact the university’s Academic Partnership Office (APO) in the first instance or, for exchange agreements, the Exchange and Study Abroad Manager in the APO. The Academic Partnerships team will be able to offer guidance regarding the process and requirements to prepare a submission.

The purpose of this form is to guide and structure the collection and presentation of the information necessary for Strategic Approval Scrutiny Panel (SASP) to evaluate the proposed partnership.

Required for **all** proposals

* The **Partnership Sponsor** champions the proposal within and on behalf of their organisation.
* The **Academic Lead** runs the process; gathering information in collaboration with proposed partner.

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| Brunel | Proposing College |  |
| Proposing Department/Division |  |
| Partnership Sponsor |  |
| Academic Lead / Academic Exchange Coordinator; contact details1 |  |
| Scrutiny by College | Date approved by College Management Board:    Dean of College signature: |
| Proposed Partner | Name of proposed partner institution |  |
| Country |  |
| Partnership Sponsor |  |
| Academic Lead1 |  |
| Academic Lead Contact details1 |  |
| Partnership | Level | Undergraduate (specify which Level)  Postgraduate Taught  Research |
| Type | Joint Delivery (including off campus)  Joint Award (PG Research only)  Articulation (with Advanced Standing)  Affiliate College  Exchange Programmes (student and/or academic) |

1 Keep updated, and maintain an audit trail of changes.

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| Attachments | College Minutes (*CMB meeting*) |
| Risk Assessment Form (*completed*) |
| Existing MoU (*if applicable*) |

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| Short description of proposed partnership |
| (This section should include information such as the background to the proposed partnership; the partnership’s high level academic structure, Level of entry, location of students and staff; anticipated scale of the partnership, and programmes involved.  For exchange programmes, please state the duration and academic term start and end dates of the proposed period of study for both incoming and outgoing students; and why the exchange will be attractive to Brunel students. What is the language of instruction at the proposed partner institution?) |
| How does the partnership fit with Brunel’s strategic priorities? |
| (For example, is the proposed partner in a country/subject area that matches Brunel’s strategic priorities? Why is this partnership attractive to Brunel? Is there scope to extend the partnership to other Brunel Departments/Divisions/?) |
| How are the partner’s goals, mission, values etc. compatible with Brunel? |
| (For example, is the proposed partner actively engaged in research? What is their stated institutional mission? Does the proposed partner currently have any plans for growth?) |
| What are the proposed financial arrangements? |
| (Please outline the proposed arrangements for student fees, partnership fees, discount arrangements, commissions and any associated costs.) |
| What is the standing of the proposed partner (nationally and internationally)? |
| (Please include details of proposed partner’s league table position and subject-specific ranking as appropriate, and outcomes of any national quality assurance reviews.)  What are the ethical, political, economic, social and legal issues that might impact upon this proposal?    (Please consider any country- and location-specific issues, including reference to the Foreign & Commonwealth Office (FCO) website information.) |

It is anticipated that colleagues will provide approximately 250 words per each of the sections above. Please note that evidence to support your statements must be provided at the next stage of the approval process.