**New Partnership Proposal**

**This form should be used for all new partnerships proposals (other than student exchange and study abroad). It covers the first two stages of the partnership development process and consists of four sections.**

**If you are just starting the process, please complete Section A and the Partnership Risk Assessment, and then submit to:** [**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

***Stage 1***

**Section A: Preliminary Partnership Evaluation** *(completed by Department/College)*

This section gives a brief overview of the proposal and high-level risk profile of the partnership. It is designed to gather sufficient information to allow a preliminary evaluation of the proposed partnership, including its alignment to the University’s strategy.

**Section B: Preliminary Partnership Evaluation Outcome** *(completed by Vice-Provost International and Academic Partnerships or delegate)*

This section confirms the outcome of the evaluation. For proposals being taken forward, it will set out the stages and information required, as well as timeframe, for developing the proposal.

***Stage 2***

**Section C: Strategic Approval** *(completed by Academic Lead / Partnership Manager)*

This section collates the information necessary for consideration and approval by SASP-P.

**Section D: Strategic Approval Outcome** *(completed by Vice-Provost Education or delegate)*

This section confirms the outcome of SASP-P and highlights issues to be addressed during programme development.

|  |  |  |
| --- | --- | --- |
| **Section A:** Preliminary Partnership Evaluation Form | Date received: |  |
| Submitted by (Name): |  |
| Date reviewed: |  |
| Reviewed by: |  |
| **Section B:** Outcome of Preliminary Partnership Evaluation Form | Date completed: |  |
| Completed by: |  |
| **Section C:** Strategic Approval Form | Date received: |  |
| Submitted by: |  |
| **Section D:** Strategic Approval Panel Outcome | Date completed: |  |
| Completed by: |  |

**SECTION A:**

**Preliminary Partnership Evaluation Form**

The information provided in this form is to enable the Vice Provost (International and Academic Partnerships) and Global Engagement Office, in consultation with the College Vice-Deans (International or Education), to understand and evaluate a proposal at the initial stage.

|  |  |
| --- | --- |
| **College & Department / Institute** |  |
| **Date** |  |
| **Brunel University London**  **Academic Lead/Partnership Manager**  *(name and contact details)* | Name:  Title:  Email: |
| **Partner Information**  *(Name, type, size and location of the potential partner)*  *(Specify College/School/Department if possible)* |  |
| **Partner Academic Lead** (and contact details) | Name:  Title:  Email: |
| **National league table position** (overall and, if available, subject-specific) |  |
| **Previous connection with Brunel**  *(e.g. alumni in senior positions; joint publications; etc)* |  |
| **Fit with the International Strategy priorities** |  |
| **Type and Level of Partnership** |  |
| **Existing MoU** | **Yes / No** |
| **Suggested Programme(s) and Rationale** |  |
| **Indicative Student Numbers** |  |
| **Key Benefits** |  |
| **Key Risks** |  |
| **Financial Arrangements**  *(contact the Global Engagement Office for information on the standard partner discounts available if needed at* [*partnerships@brunel.ac.uk*](mailto:partnerships@brunel.ac.uk)*)* |  |
| **Additional Comments**  *(including any opportunities for other Departments/Colleges at Brunel to engage with the partner)* |  |
| **Target Date for Contract to be Signed**  *(indicate when partnership is ideally required by)* |  |

**Now complete the Partnership Risk Assessment**

**PARTNERSHIP RISK ASSESSMENT**

**For initial evaluation of new full-cost collaborations**

**[1 = low risk; 3 = medium risk; 5 = high risk]**

**A. THE CONTEXT**

* **Language of Instruction**

|  |  |
| --- | --- |
| UK or English first language | 1 |
| UK based, English second language | 2 |
| European based, English second language | 4 |
| Overseas (other than Europe), English second language | 5 |

* **Educational Culture**

|  |  |
| --- | --- |
| UK | 1 |
| Commonwealth | 2 |
| European | 4 |
| Other | 5 |

* **Safety of Host Country** (with reference to FCO Travel Advice <https://www.gov.uk/foreign-travel-advice>). This section is subject to continual monitoring; it will be revisited if a major incident occurs in Host Country/Region.

|  |  |  |
| --- | --- | --- |
| |  | | --- | | No advice issued against travel in Host Country | | 1 |
| |  | | --- | | Advice issued against travel near region in which proposed partner is based | | 2 |
| Advice issued against travel in region in which proposed partner is based | 4 |
| |  | | --- | | Advice issued against all travel in Host Country/Region | | 5 |

* **Host Country’s Political and Social Climate (1)** (with reference to Corruption Perception Index: <http://www.transparency.org/cpi2014/results>)

|  |  |
| --- | --- |
| CPI 75-100 | 1 |
| CPI 50-74 | 2 |
| CPI 25-49 | 4 |
| CPI 0-24 | 5 |

* **Host Country’s Political and Social Climate (2)** (with reference to AM BEST’s Country Risk Tiers: <http://www3.ambest.com/ratings/cr/crisk.aspx>)

|  |  |
| --- | --- |
| CRT - 1 | 1 |
| CRT - 2 | 2 |
| CRT - 3 | 3 |
| CRT - 4 | 4 |
| CRT - 5 | 5 |

|  |  |
| --- | --- |
| **Sub-total =** |  |

**B. THE PROPOSED PARTNER**

* **Status**

|  |  |
| --- | --- |
| Large HEI (public or private, govt. approved/supported) | 1 |
| Publicly funded FE College | 2 |
| Small private college/organisation | 4 |
| Non-educational institution | 5 |

* **Resources**

|  |  |
| --- | --- |
| Well-resourced *large* institution | 1 |
| Well-resourced *small* institution | 3 |
| Limited | 5 |

* **Prior experience of collaboration with UK (or other) HEIs**

|  |  |
| --- | --- |
| At this level | 1 |
| At lower level | 3 |
| None | 5 |

* **HE ‘ambience’ for our students**

|  |  |
| --- | --- |
| N/A as not sending students to partner | 1 |
| Many programmes/students at this level | 2 |
| Some programmes/students at this level | 4 |
| No other programmes/students at this level | 5 |

* **For Profit**

|  |  |
| --- | --- |
| No | 3 |
| Yes | 5 |

|  |  |
| --- | --- |
| **Sub-total =** |  |

**C. THE PROPOSED PROGRAMME**

* **Collaborative ‘history’**

|  |  |
| --- | --- |
| N/A as only exchange is proposed | 1 |
| Established collaborative programme | 2 |
| Established on campus only | 4 |
| New programme | 5 |

* **Credit level**

|  |  |
| --- | --- |
| Foundation Level | 1 |
| Level 4, 5 | 2 |
| Level 6, 7 | 4 |
| Level 8 (PGR) | 5 |

|  |  |
| --- | --- |
| **Sub-total =** |  |

**D. DELIVERY MODEL**

* **Student Learning Experience**

|  |  |
| --- | --- |
| Partner as administrative support centre *(i.e. local centre only provides premises, IT facilities, etc.)* | 1 |
| Partner as learner support centre*(‘supported collaboration’ - learner materials and/or local tutoring based on materials and task defined by Brunel)* | 3 |
| Partner as Teaching Centre*(‘delegated collaboration’ - all or most teaching and tutoring delegated to partner)* | 5 |

* **Control of Outcome Standards** (in addition to external examiner scrutiny)

|  |  |
| --- | --- |
| Most assessment set and marked (or second marked) by Brunel | 1 |
| Assessment shared | 3 |
| Most assessment delegated to partner | 5 |

|  |  |
| --- | --- |
| **Sub-total =** |  |

|  |  |
| --- | --- |
| **TOTAL =** |  |

**Overall Risk Scores**

**< 27 = Low**

**28 – 42 = Medium**

**43 – 56 = High**

**57 – 70 = Very High**

**Now please submit form for review to:**

[**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**SECTION B:**

**Outcome of Preliminary Partnership Evaluation Form**

This form gives the outcome of the preliminary evaluation and confirms the stages and information required (including whether an independent visit to the Partner needs to be undertaken) and the timeframe for partnership development.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | | | | | |
| **RECOMMENDATIONS** | | | | | | |
| **Further Development Recommended** | **Yes** | | | **No** | | |
| **Reason for Rejection** |  | | | | | |
| **Requires SASP Scrutiny**  If not, SASP will be informed once the agreement has been signed | **Yes** | | | **No** | | |
| **Risk Level** | **High •** | | **Medium •** | | **Low •** | |
| **Information Required for the next Stage**  *(highlight those required and indicate if more information is needed for any that have already been covered in section A – e.g. rationale for proposal)* | Rationale for the proposal  The responsibilities of each party for:  admission;  delivery (including assessments);  student support;  student voice;  The academic structure  Student numbers  Entry criteria  Implications for any accreditation  Risk management for partnership breakdown  Environmental impact mitigation  Financial arrangements  Resource implications  Staffing arrangements  Minutes of College discussion and approval  Due Diligence (academic/ financial/legal)  Other | | | | | |
| **Visit Required** | **Yes** | | | **No** | | |
| **If Yes, at what level?** | **VC** | **Provost** | | **Vice-Provost** | | **VDI / GEO** |
| **Additional Comments** |  | | | | | |
| **Approved by Vice Provost (International and Academic Partnerships)** | **Signature** | | | | | |
| **Date** | | | | | |

**Return Form to Global Engagement Office to liaise with proposal lead**

[**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**SECTION C: Strategic Approval Form**

**This is Stage 2 of the process for establishing partnerships.**

You will successfully have completed Stage 1 (Preliminary Partnership Evaluation) and received agreement from the Vice Provost (International and Academic Partnerships) to continue partnership development, and will have been informed of the information required for the next stage.

This form guides and structures the collection and presentation of the information necessary for the Strategic Approval Scrutiny Panel – Partnerships (SASP-P) to properly consider the proposed partnership. Please address all questions as succinctly as possible and note that evidence to support your statements may be requested by SASP-P. **Note** that some questions may not be relevant to some partnerships; you may copy/paste from Section A where appropriate.

***Please contact the Global Engagement Office (GEO) for further guidance regarding the process and requirements to prepare a submission.***

|  |  |
| --- | --- |
| Attachments | College Committee Minutes |
| Draft Contract |
| Due Diligence Information |

|  |
| --- |
| **Background and Rationale for the Proposal:** |
|  |
| **Nature and Responsibilities of Each Party:** |
| **Admissions:**  **Delivery (Including Assessments):**  **Student Support (Academic/Pastoral/Language):**  **Student Voice (Feedback/Student Experience Committees):** |
|  |
|  |
|  |
|  |
| **Academic Structure and Programmes Involved:** |
|  |
| **Entry Criteria for Each Level of Entry:** |
|  |
| **Proposed Student Numbers and First Entry Date:** |
|  |
| **Implications for Any Accreditation:** |
|  |
| **Risk Management in Case of Partnership Breakdown:** |
|  |
| **Financial Arrangements:** |
|  |
| **Resource Implications:** |
|  |
| **Staffing Arrangements:** |
|  |
| Environmental Implications: |
|  |

**Please submit form to:**

**partnerships@brunel.ac.uk**

**SECTION D: Strategic Approval Scrutiny Panel Outcome**

|  |  |  |
| --- | --- | --- |
| Programme and Award Title (if applicable) |  | |
| Type of Development requiring Strategic Approval |  | |
| College/Department(s) |  | |
| Level |  | |
| Date of Strategic Approval Scrutiny Panel Meeting |  | |
| **Outcome** | Recommend Strategic Approval |  |
| Recommend Strategic Approval to College Education Committee/Senate |  |
| Further Information required |  |
| Recommend rejection of Strategic Approval |  |
| Recommend to Senate that the programme be suspended or withdrawn |  |
| Comments: | | |
| **Notes approved by Chair of SASP-P** | Signature | |

**Return Form to College Academic Lead / Partnership Manager and Global Engagement Office**