**Partnerships Due Diligence:**

**Academic, Financial and Legal**

**Confidential to Brunel**

The aim of this form is to gather information about the potential partner.

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| Brunel | College |  |
| Department/Division |  |
| Academic Lead/Partnership Manager |  |
| Proposed Partner | Legal Name |  |
| Country |  |
| Partnership | Level | Undergraduate |
| Postgraduate |
| Research |
| Type |  |

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| **ACADEMIC DUE DILIGENCE** | **Comment from College** | **Comment from Scrutiniser**  Name:  Role: | Tick if supporting documents are attached |
| 1. Any previous relationship between the university and the proposed partner institution? |  |  |  |
| 1. Will the proposed partnership contribute to a Brunel award? |  |  |  |
| 1. Is there a joint or dual award associated with this proposed partnership? |  |  |  |
| 1. Is the proposed partner institution subject to a national quality assurance regime, and is this compatible with the QAA’s UK Quality Code for Higher Education? *(national QA documentation)* |  |  |  |
| 1. Are there any monitoring or accreditation requirements by (international) external bodies in the proposed partner institution’s country? |  |  |  |
| 1. Summary of the last QAA / PSRB / UKBA (or equivalent) visit, to include any recent QAA (or equivalent) reports. |  |  |  |
| 1. How are academic standards set and maintained? *(A copy of the relevant regs; Outline of Quality Assurance arrangements currently in place; Governance structure; external examiner structure)* |  |  |  |
| 1. How is the curriculum developed? How are curriculum changes monitored and controlled?   *(Institutional autonomy and internal*  *approval structures)* |  |  |  |
| 1. How many students are currently studying at the proposed partner institution? *(UG/PGT/PGR split by FT/PT)* |  |  |  |
| 1. Number of research active academic staff at the proposed partner institution? Number of teaching-only academic staff? How many in each category will be allocated to the proposed partnership? |  |  |  |
| 1. Number of administrative/support staff that will be allocated to the proposed partnership? |  |  |  |
| 12.What are the entry criteria for  Students who would be involved in the proposed collaboration?  *(Admissions policy; registration, progression and induction processes)* |  |  |  |
| 13. Who will be teaching/supervising the students? |  |  |  |
| 14.If the programme involves part delivery with the proposed partner, will the proposed partner institution teach and assess the students in English? |  |  |  |
| 15. Where/How will student’s access support services at the proposed partner institution? Describe study resources available and identify contacts for Student Welfare, the International Office, Medical and Disability services. |  |  |  |
| 16. What are the academic management arrangements for the proposed partnership? |  |  |  |
| 17. Will there be a local graduation ceremony for students in this partnership? |  |  |  |

1 *(indicative supporting documents)*

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| **FINANCIAL DUE DILIGENCE** | **Comment from College** | **Comment from Scrutiniser**  Name:  Role: | Tick if supporting documents are attached |
| 1. How is the proposed partner institution funded? *(financial statements)* |  |  |  |
| 1. Confirmation of the solvency of the proposed partner institution. |  |  |  |
| 1. The audited accounts or equivalent records of the proposed partner institution for the last three years. |  |  |  |
| 1. A copy of the management accounts or equivalent records of the proposed partner institution since the end of the last accounting period. |  |  |  |
| 1. Details of all mortgages, charges or other security documentation affecting the proposed partner institution and copies of any documentation that may affect the proposed partnership. |  |  |  |
| 1. Details of the tax status of the proposed partner institution and territory. |  |  |  |
| 1. Details of any double tax treaty between UK and **[proposed partner institution’s country]** |  |  |  |
| 1. Details of any exchange control or currency rules affecting payments of currency into or out of **[proposed partner institution’s country]** where in Great British Pounds Sterling or otherwise. |  |  |  |
| 1. Details of any state or public sector funding applicable to the proposed partner institution. |  |  |  |
| 1. Details of any quotations or tenders that the proposed partner institution has submitted which are relevant to the proposed partnership. |  |  |  |
| 1. Details of all relevant grants, subsidies, payments or allowances taken out by or granted to the proposed partner institution in relation to the proposed partnership. |  |  |  |
| 1. Other than as required elsewhere in this questionnaire, please provide details of any liabilities that are relevant to the proposed partner institution or the proposed partnership. |  |  |  |

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| **LEGAL DUE DILIGENCE** | **Comment from College** | **Comment from Scrutiniser**  Name:  Role: | Tick if supporting documents are attached |
| 1. Evidence that the proposed partner institution has the power to enter into the proposed partnership. |  |  |  |
| 1. A copy of the constitutional documents for the proposed partner institution (with any amendments which have been made) notarised if appropriate. |  |  |  |
| 1. Please confirm the names and addresses of all directors of the legal entity. |  |  |  |
| 1. If different, please provide the names and addresses of all shareholders of the legal entity. In the event that the shares in the legal entity are held by legal entities, please repeat this process until the shareholders are private individuals. |  |  |  |
| 1. If relevant, please provide an organogram of any corporate group structure. |  |  |  |
| 1. Details of the legal framework for the jurisdiction applying to the proposed partner institution in respect of the proposed partnership. |  |  |  |
| 1. Details of the organisation of education in **[proposed partner institution’s country]** |  |  |  |
| 1. Details of all third party rights in relation to the proposed partner institution relevant to the proposed partnership. |  |  |  |
| 1. Confirmation that the proposed partner institution owns all its own real property upon which delivery will take place. |  |  |  |
| 1. Confirmation that the proposed partner institution owns all intellectual property rights of its staff and employees. |  |  |  |
| 1. Particulars of all insurance arrangements of the proposed partner institution relating to the proposed partnership. |  |  |  |
| 1. Details of any collaboration with third parties that the proposed partner institution is currently involved with and, if any collaborations have recently terminated, an explanation of the reasons for such terminations. |  |  |  |
| 1. Copies of all permits, authorities, registrations, licences, approvals and consents (whether granted by public or private authorities or otherwise) held by the proposed partner institution and necessary to carry on both the proposed partner institution or the proposed partnership. |  |  |  |
| 1. Details of any of the following which is recent, current, or known to be pending, threatened or possible in relation to the proposed partner institution or the proposed partnership:  * Litigation or arbitration proceedings (as claimant or defendant); * Prosecution; * Investigation or inquiry by a governmental or official body. |  |  |  |
| 1. Any recent legal judgements or pending legal action against the proposed partner institution? Legal status more generally? |  |  |  |
| 1. Does the proposed partner institution have compatible policies on equal opportunities, health and safety, environmental issues, academic freedom, etc.? |  |  |  |
| 1. Details of any personal data flows between the proposed partner institution and BUL or otherwise required in consequence of the proposed partnership. |  |  |  |
| 1. Is it intended that the proposed partner institution’s name/logo appear on certificate? |  |  |  |
| 1. If based in the UK, does the proposed partner institution hold a Tier 4 sponsor licence? |  |  |  |

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| **IMPLICATIONS OF THE PARTNERSHIP FOR BRUNEL** | **Comment from College** | **Comment from Scrutiniser**  Name:  Role: | Tick if supporting documents are attached |
| 1. What additional resource requirements will result from the proposed partnership? |  |  |  |
| 1. Are there any accommodation implications? |  |  |  |
| 1. Will participation in the proposed partnership impact upon the student’s ability to apply for professional registration? |  |  |  |

**Please submit form for review to:**

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