**Establishing Partnerships**

**Due Diligence for Student Exchange: Academic, Financial and Legal**

Anyone considering developing a partnership proposal should contact the University’s Academic Partnerships Office (APO) in the first instance for guidance regarding the process and requirements to prepare a submission.

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| Brunel  | Proposing College |       |
| Proposing Department/Division |       |
| Academic Lead |       |
| Proposed Partner | Name of proposed partner institution |       |
| Country |       |
| International Office Contact information |       |
| Partnership | Level | UndergraduatePostgraduateResearch |
| Date of strategic approval on behalf of ESC |  |

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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? Please provide a copy of the institution’s current prospectus.
 |  |  |  |
| 1. Will the proposed partnership contribute to a Brunel award?
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| 1. Is the proposed partner institution subject to a national quality assurance regime, and is this compatible with the UK Quality Code for Higher Education? *(national QA documentation) 1*
 |  |  |  |
| 1. Are there any monitoring or accreditation requirements by (international) external bodies in the proposed partner institution’s country?
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| 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 many students are currently studying at the proposed partner institution? *(UG/PGT/PGR split by FT/PT)*
 |  |  |  |
| 1. Number of a) research active and b) teaching-only academic staff at the proposed partner institution?
 |  |  |  |
| 1. What are the criteria for participating in the proposed exchange partnership, including any language requirements?
 |  |  |  |
| 9. 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. |  |  |  |
| 10. What are the academic management arrangements for the proposed partnership? (Relevant information will include: collection and evaluation of student feedback; management and administration of assessment processes; teaching and learning methods; feedback to students on assessed work; tracking student progression achievement; recruitment of students; student academic support and guidance and student pastoral support, etc.) |  |  |  |

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*
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| 1. Confirmation of the solvency of the proposed partner institution.
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1 *(indicative supporting documents)*

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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. 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?
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| 1. Does the proposed partner institution have appropriate insurance arrangements in respect of its responsibilities and liabilities towards students, and Brunel University London?
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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 exchange impact upon the student’s ability to apply for professional registration?
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| 1. Describe how the exchange will be promoted and marketed both for incoming and outgoing students.
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| **Comments from Scrutiny Panel:** |  |
| **Recommendation of Scrutiny Panel:**Approve – continue development of the programme [ ]  Further Information required [ ] Do Not Approve [ ]  | **Signed on behalf of the Panel:**Name:Signature:Date: |