**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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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? |  |  |  |
| 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? |  |  |  |
| 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)*

|  |  |  |  |
| --- | --- | --- | --- |
| **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* |  |  |  |
| 1. Confirmation of the solvency of the proposed partner institution. |  |  |  |

1 *(indicative supporting documents)*

|  |  |  |  |
| --- | --- | --- | --- |
| **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? |  |  |  |
| 1. Does the proposed partner institution have appropriate insurance arrangements in respect of its responsibilities and liabilities towards students, and Brunel University London? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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? |  |  |  |
| 1. Describe how the exchange will be promoted and marketed both for incoming and outgoing students. |  |  |  |

|  |  |
| --- | --- |
| **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: |