

## **PARTNER AND PROGRAMME VALIDATION AT DE MONTFORT UNIVERSITY (DMU)**

### **Briefing Information for Prospective Partners**

#### **Partner Approval Process**

Before the University can formally approve a new collaborative partner arrangement, it must carry out a number of activities to assure itself of the good standing of the prospective partner and its capacity to fulfil its proposed role, as well as to ascertain compatibility between the educational objectives of the two institutions. Each stage of the process is documented and involves consideration of a range of supporting materials, some of which will be supplied by the prospective partner whilst other evidence will be obtained from central DMU departments, the faculty, and where appropriate external agencies and organisations.

Guidance and a complete set of forms can be found on the Department of Academic Quality (DAQ) website under [Collaborative Provision](#). Specifically the [Guide to Managing Collaborative Provision](#) explains the steps and processes in detail, and of particular interest would be Diagram 1, 2 and 3 in Section 1 of the Guide, while the [guidance and forms](#) webpage lists all relevant forms required for each stage.

#### **Summary of requests:**

In summary, the key stages for approval are as follows:

1. Initial enquiries/discussions, to examine the fundamental basis for the collaboration (this may commonly build upon a series of staff exchanges/visits between institutions)
2. Obtaining some key information as part of the initial Due Diligence checks and at a later stage, further information to complete a full Due Diligence exercise
3. Gaining faculty support, through the Programme Management Board (PMB) and Dean/Faculty Executive
4. \*Obtaining strategic approval in principle to collaborate from the Executive Board
5. Preparation of paperwork for partner and programme delivery approval
6. Formal University approval visit to the prospective partner

#### \*Due Diligence Checks

These checks form DMU's standard procedure whereby the Global Partnerships Unit (GPU) or Educational Partnerships (EP) for UK partners, in conjunction with the faculty and the relevant University professional services departments, will undertake a series of due diligence checks on the prospective partner and prepare a submission to Executive Board. Evidence will be gathered from a range of sources and will contain two stages; the **initial** and the **full** Due Diligence checks.

At the **initial** Due Diligence stage, EP/ GPU will request as a priority:

- The completion of a Legal and Financial due diligence form
- Statements from statutory annual accounts (for the last 2 years), and the latest set of management accounts (audited or unaudited)
- A brief statement of the partner's experience of delivering programmes at Higher Education level (no more than 2 pages)
- The CVs of the partner's teaching staff
- The names of former/ present partners and the nature of that partnership. The University will seek references from previous or current partners and therefore suggested names for a suitable reference would be helpful.

As part of the initial Due Diligence exercise EP/ GPU will make appropriate checks with the British Council and other external agencies.

The **full Due Diligence** comes at a later stage and will require more detailed information about the partner and the proposed delivery. EP/ GPU will notify the partner when the deadline for the relevant documents is and the links provided at the start of this Briefing document contain all the necessary information. As part of the full Due Diligence the partner will be asked to complete the Partner Approval Document (PAD), which is accompanied by the Partner Overview Document (POD).

### **Partner and Programme Delivery approval visit**

All proposals for new collaborative partnerships, both UK and overseas, are presented to the Executive Board for formal 'approval in principle to collaborate' (see Diagram 1 in Section 1 in the [Guide to Managing Collaborative Provision](#)).

Once the Executive Board has given 'approval in principle', the partner with the support of the faculty prepare the approval documentation, as detailed in the [Guide to Managing Collaborative Provision](#). The Servicing Officer will support this process throughout.

A University Approval panel will be appointed, on behalf of DMU's Academic Quality Committee (AQC), chaired by a senior member of the University, to conduct the approval process. The approval event's Servicing Officer will liaise closely with the partner and the Approval panel for the arrangements and will also service the event itself.

### **Useful sources of information**

The University hosts many useful webpages that partners are invited to access and consult whilst completing documents for the full Due Diligence stage and in preparation for the approval visit. Section 1 in the Guide to Managing Collaborative Provision already lists the relevant DAQ webpages. Below are hyperlinks to the main DMU webpages for quick reference but also some additional sources of information.

[DMU website](#)

[Department of Academic Quality](#)

[Collaborative provision: academic partnerships](#)

[DAQ Guidance and forms](#)

[The undergraduate and postgraduate schemes and regulations](#)

[University Learning, Teaching and Assessment Strategy \(ULTAS\)](#)

[Student regulations](#) (includes the 'General regulations and procedures affecting students')

[DMU students](#)

[Personal Tutor scheme](#)

["Student as Consumer"- Summary of Consumer Legislation and Guidance Document](#)

[Universal Design for Learning \(UDL\)](#)