Process for approving new EPA proposals

Phase 1

Opportunity identified, initial due diligence/ enquiries/ site visits.

Faculty submits to GPU: Site Visit List | DRAFT Faculty Evaluation of Proposal (FEP) | Proposed Programme Market Analysis Form

Prospective partner submits to GPU:
Statement of experience of delivering the proposed provision at HE level *(where appropriate)*

All documents submitted by GPU to all faculty Deans and the PVC Academic for discussion and collective endorsement to proceed or advice to abandon proposal and inform prospective partner.

If endorsed to proceed, critical decision makers* agree if there is a business case and indicative project timescales.

Phase 2

GPU manages the production of a Memorandum of Understanding (MoU)

Faculty submits progression mapping and submits this to GPU

Phase 3

GPU undertakes full due diligence and finalises costings
Partner submits to GPU: Legal and Financial Due Diligence form
Faculty support sought via key stakeholders and committees
Faculty lead submits: FINAL Faculty Evaluation of Proposal (FEP) | Operational plan of delivery by DMU staff
GPU prepares: Executive Board Summary (EBSub)

***Critical decision makers:**
Faculty Dean; Associate Dean (International); associate Dean (Academic); Head of EP or Director of Global Partnerships; Faculty Finance Partner; SPS; Associate Professor (Quality)

Phase 4

At least 10 days before EB meeting:
GPU leads discussion with PVC Academic, PVC SIPS & Director of Finance to assess draft proposal (costs-risks-benefits) and sign off

Executive Board meet and discuss 'approval in principle'

Not approved: rationale sent to proposed partner, and PVC/Dean. Details logged by GPU

Approved

Chinese MoE required

Phase 5a

GPU signals the start of the process for the Chinese MoE application to progress

Chinese MoE application approved

Chinese MoE not required

Phase 5b

GPU organise partner approval event and draft the contract
EB submission | EPA Approval document | EPA Operational Plan

UCPC partner/programme approval event takes place

Phase 6

Outcome communicated to Executive Board and UCPC for endorsement

Phase 7

New partner notified. Contract signed. Collaborative register updated

Conditions and recommendations monitored to ensure they are met prior to commencing teaching