Process for approving new partnership proposals

Phase 1a

Opportunity identified, initial due diligence/ enquiries/ site visits.
Faculty submits to UK VS/GPU: Site Visit List | Scorecard| Proposed Programme Market Analysis Form
Prospective partner submits: Legal and Financial due diligence
UK VS/GPU sends to partner: Briefing Document
Teaching staff CVs | Statement of experience of delivering the proposed provision at HE level (*where applicable*)

All documents submitted by UK VS/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.
Faculty lead submits to UKVS/GPU: DRAFT Faculty Evaluation of Proposal (FEP)

UK VS/GPU and Partnerships Manager (Quality) discuss proposal

Phase 1b

PVC Academic and PVC SIPS consider recommendation to proceed to full due diligence and endorse timescales

Not approved: rationale sent to proposed partner, and PVC/Dean. Details logged on potential partner's record

Approved

Phase 2

Full due diligence and finalisation of costings undertaken
Prospective partner completes: Partner Overview Document (POD)

Faculty support sought via key stakeholders and committees (PMB, FCPC /ISC, FAC/FIC, FSB, RAFs, VSB (for Validation Service))
Faculty lead submits: FINAL Faculty Evaluation of Proposal (FEP) | New Programme Planning form (if new programme) or Fast Track form
UK VS/GPU prepares: Executive Board Summary (EBSub)

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

Phase 3

At least 10 days before EB meeting with UKVS /GPU lead discussion with PVC Academic, PVC/SIPS & Director of Finance to assess draft proposals (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 UKVS/GPU

Approved

Phase 4

Project team identified and event planning commences

Partner and faculty prepare approval documentation
Core Approval Document (CAD) | Student handbook(s)

Contract drafted and negotiations commence
Service Level Agreement (SLA)

Phase 5

Partner submits documentation. Pre-event meeting with the panel takes place to identify key lines of enquiry

UCPC partner/programme approval event takes place organised by UKVS/GPU

Outcome communicated to Executive Board and UCPC for endorsement

Phase 6

New partner notified. Contract signed. Collaborative register updated

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

Six month follow up