

Collaborative Partner Institutional Review Due Diligence Form

As part of the University's Collaborative Partner Institutional Review process and taking into account the UK Quality Code for Higher Education, the University requires a review of due diligence enquiries periodically and in advance of collaborative agreements being renewed. To facilitate the process, the University requests that [\[add collaborative partner name\]](#) completes the below due diligence form and provides appropriate documentary evidence. Please submit the documentation to collaborative.provision@rau.ac.uk

In addition, the Royal Agricultural University will conduct an independent due diligence search based on public information.

Section 1 – Overview

Name of person completing this form:	Click here to enter text
Position:	Click here to enter text
Contact email:	Click here to enter text
Date:	Click here to enter text
Name of partner institution/organisation:	Click here to enter text
Contact address:	Click here to enter text
Contact email:	Click here to enter text

Section 2: Compatibility – demonstrate the **ongoing** compatibility of the partner organisation's institutional values, strategy and mission with that of the Royal Agricultural University

Outline briefly, details of how the partnership and its course(s) align with your own organizational strategy (c350 words):

Click here to enter text

Please provide links to evidence compatibility to institutional Higher Education Strategy:

Click here to enter text

Section 3: Governance – outline the management arrangements of the organization including leadership and academic governance, providing evidence that it is governed and managed effectively with clear lines of accountability for its academic responsibilities

Please provide details of the organisation's corporate governance structure demonstrating organizational and management arrangements:

[Click here to enter text](#)

Please outline academic governance structures demonstrating oversight and management of Higher Education provision at the organization:

[Click here to enter text](#)

As evidence, please provide links to the following, or similar:

- Organisation chart
- Management structure
- Committee structures (including membership and terms of reference of governing body/Board and key academic committees)

[Click here to enter text](#)

Please provide details of internal quality assurance arrangements that cover the delivery of higher education:

[Click here to enter text](#)

As evidence, please provide links to the following, or similar:

- Quality Assurance Handbook, policies and procedures

[Click here to enter text](#)

Section 4: High Quality Academic Student Experience – the partner's ability to ensure that students, irrespective of their background or type, are able to benefit from excellent teaching provision and receive a high quality academic experience

Please provide links to the most recent published reports from external bodies such as Ofsted/QAA, or where applicable, PSRB, demonstrating educational oversight:

[Click here to enter text](#)

Please outline an overview of the welfare and student support services available to HE students:

[Click here to enter text](#)

As evidence, please provide links to the following, or similar:

- Student Protection Plan
- Access and Participation Plan
- Policies in relation to accuracy of information for prospective students
- Student support services
- Student complaints policy/procedures (including how these relate to the awarding provider)

Please detail the current management, teaching and professional services staff supporting higher education directly employed by the organization. Please include details of HE related staff development and evaluation of teaching quality:

[Click here to enter text](#)

As evidence, you should provide links to the following, or similar:

- HE teaching and learning strategy
- HE learning resources strategy
- Staff recruitment policy (HE teaching staff)
- Staff development policy (HE teaching staff)

Section 5: Financial Stability – refers to a partner's ability to demonstrate financial viability and financial sustainability, including evidence of the necessary financial resources required to provide and fully deliver the higher education courses as advertise

Please provide the following, or links to this information:

- **Audited accounts** for the most recent two financial years
- **Management account** for the most recent financial year
- Latest forecast for the forthcoming year

[Click here to enter text](#)