

### **Collaborative Partnerships – Preliminary Enquiries Form**

This form is to be completed and submitted to [collaborative.provision@rau.ac.uk](mailto:collaborative.provision@rau.ac.uk) at the early stages of discussion with a potential partner, normally *at least* 12 months before a new partnership might commence.

It is expected that the form will be completed by the Dean of Subject with information from initial discussions with potential partners and reference to the strategic alignment to the University's Strategy. These initial discussions should make clear to the proposed partner, that there is a formal process of partnership approval to be followed, involving initial "approval to proceed" by the Academic Strategy and Planning Committee (ASPC), completion of detailed due diligence, scrutiny of financial status, and a formal visit to the partner institution.

Depending on the nature of the proposed collaboration (franchise or validation), the preliminary enquiries will vary.

Staff responsible for initial discussions with a proposed partner should be aware of the content of this form. It is advisable to check websites and other information in the public domain in advance of initial discussions, including:

- website of proposed partner
- websites of relevant national or international organisations (eg OfS, QAA, Ofsted, PSRBs, UK NARIC, British Council, relevant government agencies in organisation's own country, etc).

For any queries concerning the completion of this form, please contact the Head of Academic Quality via [collaborative.provision@rau.ac.uk](mailto:collaborative.provision@rau.ac.uk).

## Collaborative Partnerships - Preliminary Enquiries Form

To be read in conjunction with the [\[Partnership Approval Process\]](#).

### 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 potential partner institution/organisation:	Click here to enter text
Contact details (name, address)	Click here to enter text
Contact email:	Click here to enter text

### Section 2 – Type of Institution / Organisation

<b>Brief detail of the nature of the institution / organisation, size, how long it has been established and funding</b> (e.g. HEI, FEC, private provider, charity; for profit/non-profit organisation)	Click here to enter text	
<b>Does the institution/ organisation have its own degree awarding powers?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>What experience of HE delivery does the institution/organisation have?</b> (e.g. how long has it delivered HE programmes, at what level, UK experience of higher education)	Click here to enter text	

### Section 3 – Nature of the potential collaboration

<b>What type of partnership is proposed?</b> (e.g. articulation, franchise, validation, joint award, dual award, offsite delivery)	Click here to enter text		
<b>What will be the partner's/organisation's role in the partnership?</b>	Click here to enter text		
<b>What are the proposed academic programme(s) that will be the subject of the collaboration?</b> (nature and level of the award, discipline, language of study etc.)	Click here to enter text		
<b>What are the anticipated student recruitment markets?</b>	Click here to enter text		
<b>What is the anticipated target number of students?</b>	Year 1    Number	Year 2    Number	Year 3    Number
<b>How many HE students were recruited over the past three years?</b>	Year 1    Number	Year 2    Number	Year 3    Number
<b>Who has been involved in discussions on behalf of the RAU? Have any visits taken place?</b>	Click here to enter text		
<b>What would be the benefits of entering into a partnership?</b> (e.g. strategic alignment with University Strategy, how will students/staff benefit?	Click here to enter text		
<b>Anticipated start date of the partnership?</b> (Please discuss with Academic Quality potential implication on timelines)	Click here to enter text		

#### Section 4 – Initial due diligence assessment of proposed partner

(please contact the Assistant Registrar – Quality, Assessment and Partnerships for assistance with this section if required)

<p><b>Do you regard the mission/ objectives/ strategy of the institution/organisation to be broadly compatible with the RAU?</b> On what basis do you reach this judgement?</p>	<p>Click here to enter text</p>
<p><b>What is the financial status and current standing of the organisation?</b> (The partner should be made aware that the University will conduct financial checks before it proceeds with the partnership.)</p>	<p>Click here to enter text</p>
<p><b>Following initial assessment, would the resources/facilities meet the expectations/be suitable for delivery of HE programmes?</b></p>	<p>Click here to enter text</p>
<p><b>Does the partner have suitably qualified staff to deliver the anticipated programmes?</b> (On what basis did you reach this judgement?)</p>	<p>Click here to enter text</p>
<p><b>What is known of the public reputation of the institution/organisation?</b></p>	<p>Click here to enter text</p>

#### Section 5 – International Recognition

(please contact the Assistant Registrar – Quality, Assessment and Partnerships for assistance with this section if required)

<p><b>Is the institution/organisation recognised and listed by the British Council?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>Is the institution/organisation</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<b>and its awards listed on UK Naric?</b>		
<b>What is the legal standing of the institution/organisation in its own country?</b> (Are there legal/registration requirements that need to be taken into account?)	Click here to enter text	

### Section 6 – Going forward

(please contact the Assistant Registrar – Quality, Assessment and Partnerships for assistance with this section if required)

<b>Are there any potential issues to be considered if the proposal is taken forward?</b> (e.g. potential conflict of interest with University programmes, timing, PSRB considerations, financial etc)	Click here to enter text	
<b>Did you discuss approval processes and financial arrangements with the partner?</b> If so, to what extent.	Click here to enter text	
<b>What are the likely costs to the University?</b>	Click here to enter text	
<b>Are the significant risks to the University that should be taken into account?</b> (e.g. reputational, strategic, financial, quality related?)	Click here to enter text	
<b>Is there a Memorandum of Understanding required at this point?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please submit the completed form to [collaborative.provision@rau.ac.uk](mailto:collaborative.provision@rau.ac.uk)