ACADEMIC PARTNERSHIPS APPROVAL PROCESS

APPROVAL PROCESS

Following identification of a potential new, or when renewing an existing partner, the School(s), will start to gather relevant information and initiate negotiations with the partner Institution(s).

Academic Quality (AQ)/Go Global to be consulted in the production of the partnership agreement.

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School (lead for multi-School partners) completes Stage 1: Proposal Process for Approval of Academic Partnerships (Business Case).

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Stage 1 passed to Director of Learning & Teaching (DLT)/Director of Research (DoR), School Financial Controller and Head of School (HoS) for review and approval.

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HoS confirms that a visit to the partner Institution(s) should take place.

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School (lead for multi-School partners) undertakes visit and completes Stage 2: Visit Report & Risk Assessment

School (lead for multi-School partners) drafts agreement in collaboration with the partner Institution(s) and AQ/Go Global.

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School (lead for multi-School partners) completes Risk Register in conjunction with AQ/Go Global and Risk and Audit Management, where appropriate.

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Stage 2, Risk Register and Agreement passed to Director of Quality (DoQ), DLT/DoR, HoS and others, as appropriate, for review and approval.

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All documentation submitted to AQ/Go Global for University approval (Stage 1, Stage 2, Risk Register, Data Protection Agreement, final version of the agreement).

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Following University approval, AQ/Go Global sends the agreement the partner(s) for signature.

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On receipt of the signed agreement from the partner, AQ/Go Global will update the system and inform the relevant School(s).

Quality Assurance Briefing Papers
This briefing paper has been produced by the Academic Registry and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.