**Canterbury Christ Church University**

**Academic and Corporate Due Diligence Check for a Proposed Collaborative Partner – Notes for completion**

**Introduction**

Thank you for agreeing to complete this due diligence check. Due diligence is a standard part of the University’s arrangements for partnerships. Please complete the relevant sections and return them to Claire Anderson, Senior Quality Officer, Quality and Standards Office, as soon as possible.

Any negative matters disclosed will be used to inform the decision regarding the partnership but will not necessarily mean that the partnership will not go ahead.

If misleading information is provided, this could subsequently lead to the termination of the partnership.

Collaborative Partnerships:

Where learning opportunities leading or contributing to the award of academic credit or a qualification are delivered, assessed or supported through an arrangement with one or more organisations other than the degree-awarding body.

The following link provides an illustrative list of the various arrangements for delivering learning opportunities on a collaborative basis. These may operate either within the UK or transnationally.

[The UK Quality Code Chapter B10](http://www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B10.aspx)

**Completing the Due Diligence Form:**

The Quality and Standards Office will meet with partnership proposers, prior to the completion of Sections 1 and 2 to provide advice and guidance on the process.

Section 1 is for completion by the University Partnership proposer

Section 2 is for completion by the organisation with the support of the University partnership proposer

Section 3 is for completion by the Quality and Standards Office

All boxes will expand as you type

Please embed links to relevant documents on the web wherever possible

Information must be provided in English, wherever possible.

Please complete the relevant sections and return them to Claire Anderson, Senior Quality Officer, Quality and Standards Office, as soon as possible.

**Academic and Corporate Due Diligence Check for a Proposed Collaborative Partner**

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| **Section One**  **For completion by the University proposer of the partnership** |

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| **Background Information** |

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| * 1. **Name of Organisation** |
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| * 1. **Partnership Activity**   Please state the partnership activity proposed (i.e. collaborative delivery of programme/course, recognition of mutual interests, student or staff exchanges etc.) |
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| * 1. **Intended Arrangement** |
| Please indicate:   |  |  | | --- | --- | | MOU |  | | MoA / Agreement |  | | Service Contract |  | |
| * 1. **Initial Proposal Date** |
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| * 1. **Anticipated Commencement Date** |
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| * 1. **UK or overseas delivery**   Will this partnership involve overseas delivery?  If so, please stage where the delivery will occur and indicate whether the proposed partnership requires the University to recruit or employ staff overseas. In the event that the University will need to recruit or employ staff overseas, guidance from Human Resources and the University Solicitor’s Office will need to be sought. |
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| * 1. **Student Completion under University Authority in event of Withdrawal of Proposed Partner**   Please outline the proposed mechanisms in the event of termination of the partnership for allowing registered students to complete the award. (For overseas arrangements this could include the capacity to continue to provide a programme overseas). |
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| * 1. **For Articulation Agreements only: Appropriateness of Module Content and Level Mapping**   An articulation agreement is a formal agreement that allows specific credit that has been gained from one higher education institution to be transferred to another institution as advanced standing.  Please submit to QSO the details of the appropriateness of the module content level with the relevant University programme. A level mapping will be required in due course. |
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| **Section 2**  **For completion by the organisation with the support of the University partnership proposer** |

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| **Contact Details and Background Information** |

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| * 1. **Registered Name of Organisation** |
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| * 1. **Website Address** |
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| * 1. **Registered Address** |
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| * 1. **UKPRN Number *(UK organisations only)***   Please state the organisation’s UK Provider Reference Number.  This will be available at<https://www.ukrlp.co.uk> |
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| * 1. **Strategic Objectives/Mission Statement of Proposed Partner**   Please provide details of the organisation’s main strategic objectives or Mission Statement. |
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| * 1. **Portfolio**   Please provide a summary of the organisation’s portfolio, including its educational provision. |
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| * 1. **Previous Experience of Collaborative Provision**   Please state whether the organisation has previously offered the collaborative activity, , or similar collaborative activity, with another Higher Education Institution, including the date that this relationship ended . |
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| * 1. **Current Experience of Collaborative Provision**   Please state whether the organisation currently delivers other programmes/projects in collaboration with other Higher Education Institutions. Please indicate whether current partners have been informed of the proposed partnership.  Please provide full details of the relationships |
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| **Legal Status** |

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| * 1. **Legal Status**   Please confirm the organisation’s legal status (e.g. corporation, company or charitable trust) in its own country.   * Please provide relevant supporting documentation e.g. Memorandum of Agreement, charter and statutes, or instrument and articles of governance and association. * Please note the organisation’s registered charity number or registered company number (if applicable).   Companies House: <https://www.gov.uk/get-information-about-a-company>  Register of Charities: <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx> |
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| * 1. **Accredited/Recognised Status**   Please confirm the organisation’s accredited or recognised status accorded by the relevant authorising bodies.  Please provide relevant supporting information e.g. a copy of the licence to operate, listings on Ministry of Education/Qualifications Agency websites/registers. Please also provide any reports of accrediting bodies. |
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| * 1. **Legal and Regulatory Capacity for Joint Awards (for completion where joint awards are proposed)**   Joint Awards – where two organisations pool their degree awarding powers to offer a programme jointly and where there will be a joint set of regulations  Where a joint award is proposed, please confirm that the organisation has the legal and regulatory capacity to grant joint awards. |
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| * 1. **Legal Proceedings/Arbitration/Prosecutions/Investigation/Complaints**   Please record here whether any of the following is current, or is known to be pending:   * Any legal or arbitration proceedings (whether as a claimant or a defendant) * Any prosecution * Any investigation or inquiry by a government or official body * Any internal or external formal complaints |
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| * 1. **Please record here whether within the last five years any court has made a finding of discrimination against the organisation** |
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| * 1. **Please record here whether the organisation has had any contract terminated for breach of contract by another organisation in the last five years**   Please also include any contract which has caused a delay in any existing or previous higher education provision. |
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| **Governance, Structures and Policies** |

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| * 1. **Ownership and Financing**   Please provide details of the organisation’s ownership and financing, including information about the major sources of income |
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| * 1. **Annual Report**   Please provide the most recent Annual Report for the organisation. |
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| * 1. **Organisational Structure**   Please provide details of the organisation’s structure, including any committee structures and senior management team (composition and role). |
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| * 1. **Quality Assurance/Standards and Ethos of UK Higher Education**   Please list the quality assurance processes relevant to the partnership and provide evidence where available. |
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| * 1. **Operational Structures**   Please record the operational structures and record-keeping structures in place to support learning delivery and/or assessment in a valid, reliable and robust manner. |
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| * 1. **Professional, Statutory and Regulatory Body**   Where a Professional, Statutory and Regulatory Body has approved or recognised a programme, please confirm the procedure for informing or consulting with the PRSB with regard to the programme being delivered within a new partnership.  Where a Professional, Statutory and Regulatory Body has approved the organisation, please confirm the need and procedure for informing or consulting with the PRSB with regard to partnership |
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| * 1. **Data Protection**   If the organisation is UK based, please state the organisation’s Data Protection Registration Number.  If the organisation is not UK based, please provide its Data Protection policy where one exists, otherwise please provide a statement of the organisation’s practices in relation to the protection of personal data, including the storage of data on on-line. |
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| * 1. **Insurance**   Please provide proof of the organisation’s insurance cover, and the extent of that cover, including:   * Public Liability, * Employer Liability * Professional Indemnity |
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| * 1. **Register of Sponsors Licensed Under the Points-Based System (UK partners only)**   Please confirm whether the organisation is licensed under the UKVI Points-Based-System, stating Tier and Rating.  This can be checked against the Register of Sponsors (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>) |
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| * 1. **Prevent Duty *(UK only)***   Please confirm whether the organisation is subject to prevent duty, if so please provide the organisations policy. |
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| * 1. **Anti-Bribery or Anti-Corruption Policy**   Please provide the organisation’s anti-bribery or anti-corruption policy or similar statement of values.   Please confirm whether the policy or statement of values referred to is published on the organisation’s website. |
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| * 1. **Gifts & Hospitality**  Please provide the organisation’s policies and procedures in relation to gifts and hospitality. If this is not available please provide a statement regarding the organisation’s current practices in relation to gifts, hospitality, donations and financial probity. |
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| * 1. **Complaint Procedures (including Student Complaint Procedures)**   Please provide the organisation’s complaints procedure, including any student complaints procedure. |
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| * 1. **Student Information**   Please provide evidence of the organisation’s mechanisms for publicising the students’ rights and responsibilities i.e. a Student Handbook, Student web pages. |
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| * 1. **Public Information**   Please provide details of how the organisation ensures that information released about partnership activity is accurate and complete. |
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| * 1. **Equality and Diversity Policy**   Please provide the organisation’s Equality and Diversity Policy Statement.  If the organisation does not have an Equality and Diversity Policy please state how the needs of students with protected characteristics are met. |
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| * 1. **Safeguarding Children and Vulnerable Adults**  Please provide a copy of the organisation’s Safeguarding Children and Vulnerable Adults Policy, identifying the process and the responsible person. |
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| **Financial Accounts** |

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| * 1. **Funding**   Please confirm whether the organisation is publicly (government funded) and/or privately funded.  Please tick as appropriate:   |  |  | | --- | --- | | Government Funded |  | | Privately Funded |  |   1. Please provide the Government funding letter.   2. Please provide the audited Accounts or equivalent records for the last three years, plus a copy of the Management Accounts or equivalent records since the end of the last accounting Period.  3. Please provide details of the organisation’s financial structure |
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| **Human and Material Resources and Academic/Professional Capacity to deliver Learning and Teaching or Support at the Proposed Partner** |

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| * 1. **Human Resources**   Please provide the CVs of the organisation’s teaching staff. |
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| * 1. **Recruitment and Management of Staff**   Please detail the organisation’s procedures for recruiting teaching staff. |
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| * 1. **Property – sites of delivery**   Please provide details of where the academic provision will be delivered. |
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| * 1. **Property – Ownership, leases alternative premises, and licencing**   Please confirm whether the organisation:   * owns the buildings and/or land upon which it intends to deliver the programmes,   or   * leases buildings and/or land the organisation intends to deliver from are leased, (if so please confirm the length of the lease)   If the current lease is due to expire during the term of the proposed agreement, how will the organisation provide appropriate alternative premises? |
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| * 1. **Student Support Services**   Please provide copies of any relevant policies related to supporting the wellbeing of students, including details of:   * the services in place to support physical and emotional wellbeing * the services in place to provide academic support * the services in place to support students who require physical/mental support.   The University will provide support where a UK partner does not have any experience in applying for Disability Support Allowance. |
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| * 1. **Student Counselling**  Please indicate what form of counselling is made available to students:  |  |  | | --- | --- | | Telephone |  | | E-mail |  | | Face to Face |  | |
| * 1. **Student Career Advice**  Please indicate if career support is available to students and if so what is provided. |
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| * 1. **Fitness to Practice /Professional Suitability Procedures**   Please provide the organisation’s ‘Fitness to Practice’ or ’Professional Suitability’ procedure. |
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| * 1. **Occupational Health Clearance**   Please state whether the proposed collaborative activity requires the students to obtain Occupational Health Clearance. If so, please what arrangements will be put in place to ensure the Occupational Health Clearance is obtained. |
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| **Overseas organisations or proposals for University awards to be delivered overseas:** |

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| * 1. **Overseas Operations - Provision**   If the provision will be delivered outside of the UK, please indicate whether the organisation will be recruiting from outside the country of delivery. Please describe the intended operations.  Please state all countries from whence students will be recruited. |
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| * 1. **Overseas Operations**   Where the proposed partnership is intended to operate overseas, confirm whether the organisation holds a licence/registration to operate an educational establishment which specifies building/facilities conditions. Please provide the details of these conditions and confirm that they are being upheld. |
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| * 1. **Accreditation/ Recognition/ Registration of the Proposed Partner – operating within an overseas country**   Please confirm whether there are any requirements for the organisation to be accredited or recognised by the appropriate authorities in the jurisdiction where the provision will be delivered and/or for individual programmes to have the approval of the relevant national authority |
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| **Further Details** |

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| * 1. **Please provide any other details which you wish to declare** |
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| **Names and Positions of Individuals Completing Due Diligence** |
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| **Date of Completion** |
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| *Please return form to Claire Anderson, Senior Quality Officer, Quality and Standards Office,* [*claire.anderson@canterbury.ac.uk*](mailto:claire.anderson@canterbury.ac.uk) |

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| **Section Three**  **For completion by the Quality and Standards Office** |

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| **Reputational Standing**  Please confirm the reputational and/or academic standing of the proposed partner organisation drawing on the following performance indicators: |

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| * 1. **QAA**   Link to QAA website: <http://www.qaa.ac.uk/en>  Please confirm that a search for references to the organisation on the QAA website has been conducted. Please highlight any issues which may require further consideration by the University. |
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| * 1. **External Quality Assurance/Professional Body Reports**   Please highlight any issues which may require further consideration by the University, from reports provided at 2.10 above. |
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| * 1. **Web Search**   Please confirm that a web search has been conducted on the proposed partner. Please detail any negative reports found regarding the proposed partner for the University’s further consideration. |
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| * 1. **References from Current/Previous HEI partners**   Please confirm that the Quality and Standards Office has written to previous and current HEI(s) partner(s) to ascertain the experience of other providers who have collaborated with the proposed partner organisation. Please summarise the comments made by the HEI(s). |
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| **Appropriate and Safe Working Environment for Staff and Students** |

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| * 1. **Fitness to Practice Procedure/Professional Suitability**   Please state whether the partner has a ‘Fitness to Practice’ procedure (section 2.39).  If so, please confirm that the Quality and Standards Office has received the proposed a copy.  Please summarise the procedure, highlighting any issues which may require further consideration by the University. |
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| **Overseas Partnerships**  **For completion if the proposed partner is an overseas organisation or the partnership will be operating within an overseas country** |

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| * 1. **Legal and Regulatory Frameworks for the Country Concerned**   Please provide details of the legal and regulatory frameworks under which the partner operates and comment on its compatibility with the legislative and regulatory framework under which the University operates. |
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| * 1. **National Legislation and National/Regional Qualifications Framework – Joint Awards, Dual Awards and Articulation Agreements** * Joint Awards – where two organisations pool their degree awarding powers to offer a programme jointly and where there will be a joint set of regulations; * An articulation agreement is a formal agreement that allows specific credit that has been gained from one higher education institution to be transferred to another institution as advanced standing; * Dual Awards – where two organisations are offered through a single programme of study and where there are separate learning outcomes for each award.   Please identify any national legislation and national or regional qualifications frameworks that apply to the awarding bodies and indicate whether these could have implications for the standards of the University’s award. (See items 1.8 and 2.11 for Articulation Agreements and Joint Awards) |
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| * 1. **Political and Cultural Context**   Please provide any relevant details of the political and cultural context under which the proposed partner operates and comment on whether there are any issues which may require further consideration by the University. |
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| * 1. **Avoidance of Corrupt Practices**   The corruption perceptions index measures the perceived levels of public sector corruption in various countries and territories.  <http://www.transparency.org/research/cpi/overview>  Please consult the latest Corruption Perceptions Index and note the country’s score and its rank in terms of public sector corruption on a scale of 0 - 100, where 0 means that a country is perceived as highly corrupt and 100 means it is perceived as very clean.  A country's rank indicates its position relative to the other countries and territories included in the index. |
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| * 1. **Higher Education Structures**   Please provide the higher education structure in the country where the proposed partner is operating. This information may be secured from the International Office. |
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| * 1. **Accreditation/ Recognition/ Registration of the University**   Please confirm whether there are any requirements for the University to be accredited or recognised or registered by the appropriate authorities in the jurisdiction where the provision will be delivered and/or for individual programmes to have the approval of the relevant national authority.  Please include in this section any national registration requirements for progression arrangements. |
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| * 1. **Overseas Financial Framework**  1. Please provide evidence that it is lawful to make a surplus from the provision of education in the country where the proposed partner is based. 2. Please confirm it is lawful for such a surplus to be moved back to the UK. 3. If there are any exchange controls or currency regulations that affect payments of currency into or out of the country where the programme will be delivered; 4. The taxation liability for the University e.g. local tax laws, any tax liability on payments out of the country to the UK etc.   Please also detail any further financial risks which have been identified by the Finance Department (see 3.5). |
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| * 1. **Business and Ethical Interests/Links**   Please note any business and ethical interests/links the proposed organisation may have, either within the UK or overseas, that would need to be reviewed with University’s Mission of Values. |
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| * 1. **Evidence of Standing**   Please provide details of the reputation/standing of the partner based on the advice given to the University by organisations such as the British Council, NARIC etc |
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| **For Articulation arrangements only** |

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| * 1. **Recognition of the Organisation’s Award**   Please confirm that the organisation’s programme award is recognised by OFQUAL and/or NARIC, (see also Section 1.8 on level mapping). |
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| **Details of Due Diligence Form Completion/Approval** |

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| **Finance Review: Sections 2.31, 3.12** |
| Name and Position of Individual who has reviewed the Financial sections of the Due Diligence Form on behalf of the Finance Department |
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| Comments |
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| Date of review |
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| **Legal Review: Sections 2.9, 2.11, 2.42, 3.6** |
| Name and Position of Individual who has reviewed the Legal sections of the Due Diligence Form on behalf of the University Solicitor’s Office |
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| Comments |
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| Date of review |
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| **Insurance Review: Section 2.22** |
| Name and Position of Individual who has reviewed the Insurance section of the Due Diligence Form on behalf of the University Solicitor’s Office |
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| Comments: |
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| Date of review |
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| **Quality & Standards Office Review** |
| Name and Position of Individual who has reviewed the Due Diligence Form on behalf of the Quality and Standards Office |
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| Comments: |
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| Signature |
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| Date of review |
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| **Summary of Considerations** |

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| * 1. **Considerations for the Approval Panel**   Please provide a summary of the considerations which should be reflected upon by the Panel during the Approval Event. |
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| * 1. **Considerations for the Chair of the Education and the Student Experience Committee**   Please provide a summary of the considerations which should be reflected upon by the Chair of the Education and the Student Experience Committee in making a decision as to whether the partnership should be approved. |
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