**Canterbury Christ Church University**

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

Thank you for agreeing to complete this due diligence check. Due diligence is a standard part of the University’s arrangements for partnerships and is undertaken prior to proceeding in a substantive way with the development of an arrangement for delivering learning opportunities with others.

The purpose of due diligence is to establish whether the proposed new partnership aligns with the University’s strategy and presents no undue risk to the University’s reputation and standing.

For further information and guidance please consult [The UK Quality Code for Higher Education: Chapter B10: Managing Higher Education Provision with others](http://www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B10.aspx)

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.

Please submit the completed template to Claire Anderson, Quality Manager, Quality and Standards Office [claire.anderson@canterbury.ac.uk](mailto:claire.anderson@canterbury.ac.uk)

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

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| **Information about the proposed partner organisation** |

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| **1** | **Registered name and address of organisation** |
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| **2** | **Main contact** |
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| **3** | **Website Address** |
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| **4** | **UKPRN Number**  Please state the organisation’s UK Provider Reference Number.  This will be available at<https://www.ukrlp.co.uk> |
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| **5** | **Strategic Objectives/Mission Statement of Proposed Partner**  Please provide details of the organisation’s main strategic objectives or Mission Statement. |
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| **6** | **Portfolio**  Please provide a summary of the organisation’s portfolio, including its educational provision. |
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| **7** | **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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| **8** | **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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| **Information about the proposed collaborative activity** |

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| **9** | **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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| **10** | **Intended Arrangement** |
|  | Please indicate:   |  |  | | --- | --- | | MOU |  | | MoA / Agreement |  | | Service Contract |  | |
| **11** | **Initial Proposal Date** |
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| **12** | **Anticipated Commencement Date** |
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| **13** | **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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| **14** | **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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| **Legal Status** |

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| **15** | **Legal Status**  Please confirm the organisation’s legal status (e.g. corporation, company or charitable trust).   * 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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| **16** | **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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| **17** | **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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| **18** | **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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| **19** | **Please record here whether within the last five years any court has made a finding of discrimination against the organisation** |
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| **20** | **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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| **21** | **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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| **22** | **Annual Report**  Please provide the most recent Annual Report for the organisation. |
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| **23** | **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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| **24** | **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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| **25** | **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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| **26** | **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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| **27** | **Data Protection**  Please state the organisation’s Data Protection Registration Number. |
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| **28** | **Insurance**  Please provide copies of policies pertaining to the organisation’s insurance cover, and the extent of that cover, including:   * Public Liability, * Employer Liability * Professional Indemnity |
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| **29** | **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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| **30** | **Prevent Duty**  Please confirm whether the organisation is subject to prevent duty, if so please provide the organisations policy. |
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| **31** | **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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| **32** | **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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| **33** | **Complaint Procedures (including Student Complaint Procedures)**  Please provide the organisation’s complaints procedure, including any student complaints procedure. |
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| **34** | **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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| **35** | **Public Information**  Please provide details of how the organisation ensures that information released about partnership activity is accurate and complete. |
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| **36** | **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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| **37** | **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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| **Human and Material Resources and Academic/Professional Capacity to deliver Learning and Teaching or Support at the Proposed Partner** |

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| **38** | **Human Resources**  Please provide the CVs of the organisation’s teaching staff. |
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| **39** | **Recruitment and Management of Staff**  Please detail the organisation’s procedures for recruiting teaching staff. |
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| **40** | **Property – sites of delivery**  Please provide details of where the academic provision will be delivered. |
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| **41** | **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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| **42** | **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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| **43** | **Student Counselling**  Please indicate what form of counselling is made available to students:   |  |  | | --- | --- | | Telephone |  | | E-mail |  | | Face to Face |  | |
| **44** | **Student Career Advice**  Please indicate if career support is available to students and if so what is provided. |
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| **45** | **Fitness to Practice /Professional Suitability Procedures**  Please provide the organisation’s ‘Fitness to Practice’ or ’Professional Suitability’ procedure. |
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| **46** | **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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| **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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| **47** | **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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| **48** | **External Quality Assurance/Professional Body Reports**  Please highlight any issues which may require further consideration by the University. |
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| **49** | **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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| **For Articulation arrangements only** |

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| **50** | **Recognition of the Organisation’s Award**  Please confirm that the organisation’s programme award is recognised by OFQUAL |
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| **Further Details** |

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| **51** | **Please provide any other details which you wish to declare** |
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| **52** | **Names and Position of Individual Completing Due Diligence** |
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| **53** | **Date of Completion** |
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|  | *Please return form to Claire Anderson, Quality Manager, Quality and Standards Office,* [*claire.anderson@canterbury.ac.uk*](mailto:claire.anderson@canterbury.ac.uk) |

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| **Details of Due Diligence Form Completion/Approval** |

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| **54** | **Finance Review:** |
|  | 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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| **55** | **Legal Review:** |
|  | 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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| **56** | **Insurance Review:** |
|  | 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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| **57** | **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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|  | Date of review |
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| **Summary of Considerations** |

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| **58** | **References from Current/Previous HEI partners**  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. A summary of comments is provided. |
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| **59** | **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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| **60** | **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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