**Canterbury Christ Church University**

**International Academic and Corporate Due Diligence Check**

**for a Articulation Arrangement with a Proposed 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 advanced standing

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 Articulation Agreement**

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| **Information about the proposed partner** |

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|  | **Registered name and address of proposed partner** |
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|  | **Main contact** |
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|  | **Website Address** |
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|  | **Strategic Objectives/Mission Statement of Proposed Partner**  Please provide details of the organisation’s main strategic objectives or Mission Statement. |
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|  | **Portfolio**  Please provide a summary of the organisation’s portfolio, including its educational provision. |
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|  | **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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|  | **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 articulation arrangement** |

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|  | **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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|  | **Initial Proposal Date** |
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|  | **Anticipated Commencement Date** |
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| **Legal Status** |

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|  | **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). |
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|  | **Legal and Regulatory Frameworks and higher education structures 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. For example, how are articulations governed locally.  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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|  | **Accredited/Recognised Status and requirements of the University**   1. Please confirm the organisation’s accredited or recognised status accorded by the relevant authorising bodies. 2. 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. 3. 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. 4. Please include in this section any national registration requirements for progression arrangements. |
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| **Governance, Structures and Policies** |

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|  | **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 details of the organisation’s financial structure. |
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|  | **Public Information**  Please provide details of how the organisation ensures that information released about partnership activity is accurate and complete. |
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|  | **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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| **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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|  | **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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|  | **External Quality Assurance/Professional Body Reports**  Please highlight any issues which may require further consideration by the University. |
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| **19.** | **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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| **20.** | **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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| **21.** | **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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| **22.** | **Recognition of the Organisation’s Award**  Please confirm that the organisation’s programme award is recognised by OFQUAL and/or NARIC, | |
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| **Further Details** |

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| **23.** | **Please provide any other details which you wish to declare** |
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| **24** | **Names and Position of Individual Completing Due Diligence** |
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| **25.** | **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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| **26. 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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| **27. 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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| **28.** | **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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| **29.** | **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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