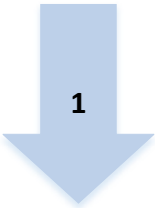
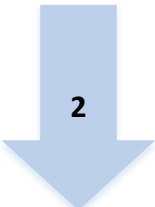
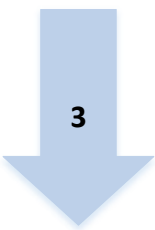


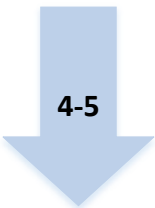
# The planning and approval process for a Collaborative Partner

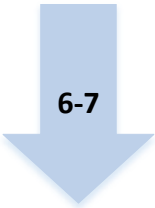
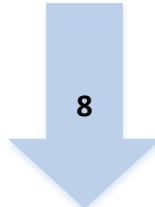
All new partner proposals are supported by a working group, and planning and development documentation is stored centrally in the partnerships hub.

Stages	Approval Body	Template(s)	Process
 1	Faculty Portfolio Planning Executive (FPPE)	<ol style="list-style-type: none"> <li>1. Planning Proposal Part 1 (PPP1)</li> <li>2. Partner Proposal Form (which includes the risk assessment and initial due diligence)</li> </ol>	<p>The In-Principle Approval at Faculty Level is managed by the Lead Partner Proposer (LPP) in consultation with the Faculty, School, Professional Services and Partnerships Office as appropriate. Completed forms must be submitted to the FPPE for in-principle approvals. Proposals must include details of the proposed academic offer and summary of the proposed partner. Once approved by the FPPE, completed forms should be emailed to the ASC Secretary.</p>
 2	Academic Strategy Committee (ASC)	<ol style="list-style-type: none"> <li>1. Planning Proposal Part 1 (PPP1)</li> <li>2. Partner Proposal Form</li> </ol>	<p>The partner proposal is submitted to the ASC by the ASC Secretary. The ASC may grant in-principle approval for the partnership to be developed further by the FPPE. It is at this stage that an SMT lead is agreed by the ASC.</p> <p>If required, a Memorandum of Understanding may now be signed with the partner. Please liaise with UK or International partnerships regarding the MoU.</p>
 3	Faculty Portfolio Planning Executive (FPPE)	<ol style="list-style-type: none"> <li>1. Planning Proposal Part 2 (PPP2) with appendices (Finance, Student Number planning &amp; prospectus entry).</li> </ol> <p>Prepared in line with the University's Standard Operating Model</p>	<p>The detailed planning stage commences the development of the course and requires consultation across the institution regarding the partner proposal in line with the University's Standard Operating Model. The process is led by the LPP, in consultation with the Faculty/School and Partnerships office.</p>

**If requested and approved by the FPPE (section 8 of PPP2), the course may be advertised: 'Subject to Validation' and added to the online course pages.**

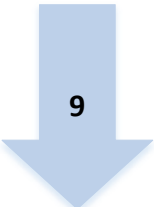
**Marketing must receive the approved PPP1 and PPP2 with appendices from the Faculty Portfolio Planning Executive to authorise this action.**

 4-5	Process managed by the LPP	<ol style="list-style-type: none"> <li>1. Memorandum of Agreement (MoA)</li> <li>2. Due Diligence Stage 2</li> </ol>	<p>Once the ASC in-principle and FPPE approval stages are complete, the LPP will provide Governance and Legal Services (GLS) with the required information so that GLS can draft the MoA using the approved University template.</p> <p>The LPP will consult with staff at the proposed partner and colleagues across the University to complete stage 2 of the due diligence activities.</p>
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Stages	Approval Body	Template(s)	Process
 <b>6-7</b>	For franchise arrangements, process managed by the LPP and nominated Faculty/School lead	<ol style="list-style-type: none"> <li>1. PPP1 &amp; 2 with appendices approved in step 4</li> <li>2. Course Specification derived from PPP1 &amp; 2</li> <li>3. Course Document with modules and appendices for franchise arrangements (for articulation arrangements, course mapping is also required)</li> </ol>	Working with the Faculty, School and professional services, the arrangements for the franchise of awards is managed by the LPP and nominated Faculty/School lead. The process includes working with the partner to confirm the requirements for operating a franchise arrangement. Where the franchise arrangement includes an articulation agreement, course mapping on to the University award is also required.
 <b>8</b>	Approval by the SMT Lead and LPP	<ol style="list-style-type: none"> <li>1. PPP1 &amp; 2</li> <li>2. Partner Proposal Form</li> <li>3. Due Diligence Stage 2</li> <li>4. Draft MoA</li> <li>5. Course documentation for Franchise arrangements</li> <li>6. Course mapping for articulation arrangements</li> </ol>	<p>The SMT Lead, as approved by the ASC, and the LPP will review the final partnership proposal submission and accompanying documentation.</p> <p>Once satisfied that the proposal meets University requirements, it may be submitted to the ASC Scrutiny Group.</p>

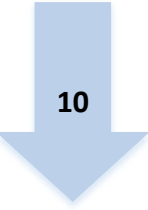
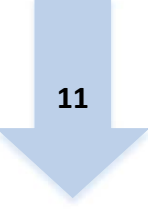
The SMT Lead and LPP will confirm to the ASC Scrutiny Group that:

1. the partnership has been appropriately developed and has involved admissions and registration processes, due diligence has been fully undertaken and planning processes and discussions with stakeholders has satisfactorily taken place
2. arrangements to franchise and/or validate and/or articulate courses have been undertaken with the Faculty(ies), Schools(s) and colleagues in Professional Services, course documents have been shared with the partner and resources are in place to support the proposed arrangements
3. successful negotiations to agree the memorandum of agreement have been undertaken
4. regulatory or statutory requirements of central or regional authorities in-country has been determined and has the support of the University stakeholder(s)
5. University implementation and communication plans to support the commencement of the partnership are in place

 <b>9</b>	Academic Strategy Committee Scrutiny Group	<ol style="list-style-type: none"> <li>1. PPP1 &amp; 2</li> <li>2. Partner Proposal Form</li> <li>3. Due Diligence Stage 1 &amp; 2</li> <li>4. Draft MoA</li> <li>5. Course documentation for Franchise arrangements</li> <li>6. Course mapping for articulation arrangements</li> </ol>	The ASC Scrutiny Group will review the proposal and confirm any required outcomes in order to progress the partner proposal to ASC for the recommendation to the Education and Student Experience Committee and the Academic Board for approval.
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The ASC Scrutiny Group will review the proposal and confirm whether it:

1. meets the University's requirements for compatible and complementary educational objectives and the Learning, Teaching and Assessment strategy
2. operates an effective management and regulatory framework in place to support students and management of the HE academic portfolio
3. maintains an appropriate HE academic environment and resources for students
4. meets the quality assurance requirements of the University

Stages	Approval Body	Template(s)	Process
 <p><b>10</b></p>	<p>For validation arrangements: Course Validation Panel Event</p>	<ol style="list-style-type: none"> <li>1.PPP1 &amp; 2</li> <li>2. Course Specification</li> <li>3. Course document with modules and appendices</li> <li>4. Mapping to framework for delivery in another language, if required</li> </ol>	<p>The Course Validation Panel will be convened by the Quality and Standards Office. The event will be held in line with the requirements set out in the Quality Manual.</p>
 <p><b>11</b></p>	<p>Committee and University Approval</p>	<ol style="list-style-type: none"> <li>1.PPP1 &amp; 2</li> <li>2. Course Specification</li> <li>3. Course document with modules and appendices</li> <li>4. Mapping to framework for delivery in another language if required</li> </ol>	<p>The Quality and Standards Office organises the approval of the course arrangements and the partnerships through the following committees:</p> <p>Academic Strategy Committee – Partnership Education and Student Experience Committee - Course(s) Academic Board - Final partnership and course arrangements approval</p>

Following University approval, the Memorandum of Agreement may be signed. Once this is in place, approved course(s) may commence.