**Partnership Review Proforma**

This proforma should be sent to the proposed partner and used as a reference point for submission of required information to allow the University to undertake due diligence.

### Background

This partnership review proforma has been devised in line with the UK Quality Assurance Agency for Higher Education (QAA) UK Quality Code for Higher Education - Chapter B10: Managing higher education provision with others (December 2013)**.**

**Purpose of the Quality Code**

The aim of the Quality Code is to ensure that the quality and standards of the programmes and awards with which UK Universities are involved, as awarding institutions, are adequately safeguarded. It is relevant to institutions at all stages of their collaborative activity.

The Quality Code is based on the key principle that collaborative arrangements, wherever and however organised, should widen learning opportunities without prejudice either to the standard of the award or qualification or the quality of what is offered to the student. Further, the arrangements for assuring the quality and standards should be as rigorous, secure and open to scrutiny as those for programmes provided wholly within the responsibility of a single institution. Similar principles are applicable to all collaborative partnerships whether qualification based or not, consequently best practice requires that Universities should request and maintain on file a database of basic documentation concerning the proposed partnership.

**Partnership Review**

The University accepts the principles set out in the Quality Code that the degree-awarding institution has “ultimate responsibility for academic standards and the quality of learning opportunities, regardless of where these opportunities are delivered and who provides them”. In addition that it is the “principal responsibility of the degree-awarding body is for the academic standards of any awards granted in its name (whether these are in the form of academic credit or qualifications), as well as for the accuracy of any formal transcript or record of achievement confirming these.”

The University undertakes a quality review of prospective partners to establish whether the proposed partner shares similar values to the University. The objective is to confirm that the partner has a robust, sufficient, valid and reliable infrastructure in place to deliver a high quality learning experience to a standard comparable with that provided by the University on its own campuses. Partnership approval is necessary before consideration of individual programme delivery arrangements can proceed.

In order to assure teaching and learning quality and uphold the standards and integrity of the academic awards across national and international boundaries, the University has devised the partnership review proforma as a first stage in establishing the appropriateness of a potential partnership.

**Partnership Review Proforma: Completion Instructions for Proposed Partners**

Please answer all questions concisely and in enough detail to enable the University to evaluate the potential fit with your institution. It is not sufficient just to copy and paste large portions of a document, or to provide a document alone without an explanatory text. Provide answers to all questions, stating “not applicable” where a question is not relevant to your institution and, for any information not yet available, indicating when the information will become available. If the information requested is not available, please give reasons why. The University cannot consider submissions where answers have been omitted or only partial information has been provided.

Where documents are supplied in support of an answer to a particular question, please label them to indicate which questions the documents relate to, and list which document relates to each item in the Partnership Review Checklist at the end of this form. We suggest that the documents supplied form part of the disclosure bundle and, to this end, we also suggest that you keep photocopies of all documents that you send to us.

Where appropriate, please supply relevant original or copy documents in answer to a particular question even if this has not been specifically requested.

If the institution has a parent company or managing body (e.g. a board of trustees/governors) that is a separate entity from the Institution, please treat any request for information relating to the Institution as a request applicable to the parent company and/or the managing body.

**These enquiries are not exhaustive and additional enquiries may be made.**

1. **The Institution**
2. General introduction to the institution including the date founded

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| Supporting Document(s) |  |

1. Details of institutional mission and vision

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| Supporting Document(s) |  |

1. **Legal, regulatory and financial details** 
   1. **Legal details**
2. Written statement covering the legal status of the institution (e.g. a charity, limited company etc.), including company registration/charity registration numbers where applicable and relevant supporting documentation e.g. charter and statutes, or instrument and articles of government

As part of this question please provide confirmation that the institution has the capacity in law to contract

As part of this question provide confirmation that the institution has the authority/legal right to enter into educational partnerships

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| Supporting Document(s) |  |

1. Does the Institution operate or trade under any name other than the name under which it is entering into this transaction?

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| Supporting Document(s) |  |

1. Any changes to the institution’s legal status as described above, occurred within the last two years

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| Supporting Document(s) |  |

1. Constitution and Memorandum and Articles of Association / Certificate of Incorporation or Equivalent (please attach a copy)

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| Supporting Document(s) |  |

1. Evidence of accreditation or recognised status i.e. listings on Ministry of Education, Qualifications/Accreditation Agency website/registers

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| Supporting Document(s) |  |

Names and details of all companies, partnerships or other entities in which the institution has an interest (by way of shares or otherwise) stating the particulars of that interest (e.g. subsidiaries). Organogram illustrating relationship between companies and other entities.

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| Supporting Document(s) |  |

1. Details of the following in which any the Institution’s officers have a personal interest:

- any loan by or to the Institution

- any guarantee given by the Institution

- any other contract involving the Institution

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| Supporting Document(s) |  |

* 1. **Insurance**

1. Details of all the Institution’s insurance arrangements, including copy documents (including the public liability insurance certificate or equivalent and details of professional indemnity insurance cover; a schedule stating the insurers, the risks covered, the sums insured, the premiums, the policy limit and any relevant excess).

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| Supporting Document(s) |  |

1. Details of all claims made under these policies in the last three years and all outstanding and potential claims.

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| Supporting Document(s) |  |

* 1. **Intellectual Property**

1. Please enclose copies or provide a link to promotional materials currently being used by the Institution i.e. catalogues, brochures, a website?

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| Supporting Document(s) |  |

1. Does the Institution use any Intellectual Property that it does not own? If so, on what basis?

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| Supporting Document(s) |  |

1. Has any of the Institution documentation been created by anyone other than an employee of the Institution? (i.e. the materials used for the provision of the courses taught by the Institution)

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| Supporting Document(s) |  |

1. Please give details of any actual or potential actions which are being or may be brought by or against the Institution for infringement of copyright, trademark, patent, design right, database rights or infringement of any other IPRs used by the Institution?

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| Supporting Document(s) |  |

1. Please supply details of any actual or potential actions which are being or may be brought by or against the Institution for breach of any software agreement, hardware agreement or any agreements regarding the use and/or exploitation of the IT relating to the Institution?

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| Supporting Document(s) |  |

* 1. **Liability**

1. Details (including copies of the relevant pleadings) of any significant litigation involving the Institution.

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| Supporting Document(s) |  |

1. Details of any arbitration, expert reference or other quasi-judicial or non-judicial dispute resolution procedure relating to the Institution.

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| Supporting Document(s) |  |

1. Details of any investigation, finding or decision of any competent agent or regulatory authority or body which may have a material adverse effect on the Institution.

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| Supporting Document(s) |  |

1. If the answer to any of the above is yes, please supply details of how these actions are being funded including details of any “after the event” legal insurance cover the Institution has taken out or any conditional fee arrangements it may have agreed.

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| Supporting Document(s) |  |

* 1. **Regulatory details**

1. Details of the legal and regulatory frameworks under which the institution operates;

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| Supporting Document(s) |  |

1. Details of all regulatory bodies or authorities (Regulatory Authorities) governing or affecting the Institution, its services or activities, including details of any quality standards and the Institution’s compliance with those standards, including copy documents, and proof of approvals obtained.

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| Supporting Document(s) |  |

1. Details, including copy documents, of all completed audits and/or inspections at the Institution by any of the Regulatory Authorities.

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| Supporting Document(s) |  |

1. Details of any particular legal requirements for delivering the proposed activity within the jurisdiction e.g. granting academic awards jointly with other organisations within different legal jurisdictions i.e. details of any licences, consents, registrations or authorisations required for the proposed agreement to go ahead.

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| Supporting Document(s) |  |

1. Details, including copy documents, of any contracts or other arrangements which could be terminated or varied as a result of entering into the proposed partnership.

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| Supporting Document(s) |  |

* 1. **Compliance**

1. Evidence of compliance with Equality and Diversity legislation and policy/procedures

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| Supporting Document(s) |  |

1. Evidence of compliance with the anti-bribery/anti-corruption legislation and policy/procedures

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| Supporting Document(s) |  |

1. Evidence of compliance with the Data Protection and Freedom of Information legislation and policy/procedures.

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| Supporting Document(s) |  |

1. Evidence of compliance with the Prevent Duty in the Counter-Terrorism and Security Act 2015, if applicable.

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| Supporting Document(s) |  |

* 1. **Financial details**

1. Funding status of the institution i.e. Public/Private. Where Private please provide confirmation of the ownership of the institution i.e. details of shareholders

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| Supporting Document(s) |  |

1. Financial standing, including copy documents of:

- Audited/signed accounts for the last three years, in English

- Management or other internal accounts prepared since the date of the last audited accounts

- Current budget statement

- Sources of income and

- Title to assets and whether assets are pledged

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| Supporting Document(s) |  |

1. Details of any statutory financial obligations relevant to the proposed partnership including whether it is lawful to make a surplus from the provision of education in the jurisdiction, whether it is lawful to transfer surplus funds outside the jurisdiction, any exchange controls/currency regulations affecting payments

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| Supporting Document(s) |  |

1. The taxation liability for the University e.g. local tax laws, any tax liability on payments out of the jurisdiction

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| Supporting Document(s) |  |

1. **Academic Standing and National and International requirements**
2. The institution’s strategy/development plans and how they relate to the educational system of the country(s) in which the institution operates

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| Supporting Document(s) |  |

1. The Institution’s ranking i.e. league tables, reputation and standing in its own country/region

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| Supporting Document(s) |  |

1. Home country requirements for recognition of national and international awards and professional qualifications

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| Supporting Document(s) |  |

1. **Governance and Organisational Structure**
2. Details of the institution’s governance structure including the membership and terms of reference of its governing body and the most important internal committees

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| Supporting Document(s) |  |

1. Institutional organogram for academic and non-academic activities

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| Supporting Document(s) |  |

1. External audit processes relating to governance and organisational processes

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| Supporting Document(s) |  |

1. **Range and scope of activity**
2. Campus Details including outreach or satellite centres

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| Supporting Document(s) |  |

1. Number and titles of Departments within the institution

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| Supporting Document(s) |  |

1. Summary of the current course portfolio, including the range and level (including any distance learning provision)

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| Supporting Document(s) |  |

1. Details of the number of full-time and part-time students

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| Supporting Document(s) |  |

1. Details of proportions of home and international students

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| Supporting Document(s) |  |

1. Details of current or previous links with the University under the following categories: staff collaboration, student exchange, articulation agreements allowing advanced entry to a University course

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| Supporting Document(s) |  |

1. Details of partner collaborations with other institutions

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| Supporting Document(s) |  |

1. Plans for the future, both teaching and research including international development

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| Supporting Document(s) |  |

1. **Strategic Approaches to Quality Assurance and Enhancement**
   1. The Partner’s Strategic Approach to and Arrangements for Quality Assurance and the Maintenance of Academic Standards
2. Give details of the infrastructure for quality assurance and enhancement, including the identification of key roles and responsibilities, and the role of external moderation

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| Supporting Document(s) |  |

1. Describe the processes for approval, monitoring and review of academic programmes

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| Supporting Document(s) |  |

1. Give details of any planned developments which will be relevant to this collaboration

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| Supporting Document(s) |  |

1. Provide information on the Learning, Teaching and Assessment strategy for the Institution

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| Supporting Document(s) |  |

1. Indicate admissions policies and the processes for the recruitment and admission of students

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| Supporting Document(s) |  |

1. Provide information on processes for curriculum maintenance and enhancement

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| Supporting Document(s) |  |

1. Provide information on the role of students in quality assurance and enhancement

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| Supporting Document(s) |  |

1. Provide information on mechanisms for ensuring quality of published information

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| Supporting Document(s) |  |

1. Provide the academic regulations

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| Supporting Document(s) |  |

* 1. **The Learning Infrastructure provided**

1. Library resources (internal and external) their provision and maintenance, including access to electronic books, journals etc.

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| Supporting Document(s) |  |

1. Library electronic databases

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| Supporting Document(s) |  |

1. Learning facilities (e.g. classrooms, laboratories)

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| Supporting Document(s) |  |

1. Details of disability access to teaching/student support facilities

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| Supporting Document(s) |  |

1. IT facilities available to students (indicate availability within both scheduled course activities and private study)

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| Supporting Document(s) |  |

1. Staff appointment planning and policies

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| Supporting Document(s) |  |

1. Qualification profile of academic staff ( e.g. % with PhDs)

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| Supporting Document(s) |  |

1. Number of part time/full time and permanent/temporary academic staff

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| Supporting Document(s) |  |

1. Staff development policies and the link to the enhancement of teaching

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| Supporting Document(s) |  |

1. Technical and administrative support.

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| Supporting Document(s) |  |

1. Management information systems to support the academic programme

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| Supporting Document(s) |  |

1. Processes for ensuring quality of learning and teaching delivery

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| Supporting Document(s) |  |

1. Language(s) of delivery

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| Supporting Document(s) |  |

* 1. **The Student “Experience” and how this is provided and ensured**

1. Pre arrival information for students

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| Supporting Document(s) |  |

1. Student induction

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| Supporting Document(s) |  |

1. Student regulations/ordinances

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| Supporting Document(s) |  |

1. Appeals and complaints procedures

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| Supporting Document(s) |  |

1. Student support and guidance (academic and non-academic), including information given to students

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| Supporting Document(s) |  |

1. Opportunities for feedback to students on academic performance

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| Supporting Document(s) |  |

1. Mechanisms for student feedback on course operation (e.g. student questionnaires, attendance at course committees/programme boards) and means by which actions taken are fed back to students

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| Supporting Document(s) |  |

1. Mechanisms in place for student representation

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| Supporting Document(s) |  |

1. Disciplinary procedures

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| Supporting Document(s) |  |

1. English Language support provision

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| Supporting Document(s) |  |

1. Disability support policy

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| Supporting Document(s) |  |

1. Equality Policies (Race, Religion, Sexual Orientation, Gender Equality, Age)

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| Supporting Document(s) |  |

1. Safeguarding children and vulnerable adults

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| Supporting Document(s) |  |

**Please attach Deloitte - University of Roehampton International Activities – Initial queries (Annex A)**

**Partnership Review Checklist**

The proposed partner should indicate which document relates to each item below.

|  |  |
| --- | --- |
| **Item** | **Document(s) submitted and/or comments** |
| **1. The Institution** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **2. Legal, regulatory and financial details** | |
| **2.1 Legal details** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
| **e)** | [insert document title(s) here and/or comments] |
| **f)** | [insert document title(s) here and/or comments] |
| **g)** | [insert document title(s) here and/or comments] |
| **2.2 Insurance** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **2.3 Intellectual property** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
| **e)** | [insert document title(s) here and/or comments] |
| **2.4 Liability** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
| **2.5 Regulatory details** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
| **e)** | [insert document title(s) here and/or comments] |
| **2.6 Compliance** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
| **2.7 Financial details** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
| **3. Academic standing and national and international requirements** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **4. Governance and organisational structure** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **5. Range and scope of activity** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
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| **g)** | [insert document title(s) here and/or comments] |
| **h)** | [insert document title(s) here and/or comments] |
| **6. Strategic approaches to quality assurance and enhancement** | |
| **6.1 The partner’s strategic approach to and arrangements for quality assurance and the maintenance of academic standards** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
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| **h)** | [insert document title(s) here and/or comments] |
| **i)** | [insert document title(s) here and/or comments] |
| **6.2 The learning infrastructure provided** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
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| **l)** | [insert document title(s) here and/or comments] |
| **m)** | [insert document title(s) here and/or comments] |
| **6.3 The student experience** | |
| **a)** | [insert document title(s) here and/or comments] |
| **b)** | [insert document title(s) here and/or comments] |
| **c)** | [insert document title(s) here and/or comments] |
| **d)** | [insert document title(s) here and/or comments] |
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| **j)** | [insert document title(s) here and/or comments] |
| **k)** | [insert document title(s) here and/or comments] |
| **l)** | [insert document title(s) here and/or comments] |
| **m)** | [insert document title(s) here and/or comments] |

**Signature of Proposed Partner**

*I certify that the information provided on the Partnership Review Proforma on [INSERT NAME OF INSTITUTION] is true and correct to the best of my knowledge.*

***Signature of Institutional Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Position in Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*For Roehampton University Use Only*

**COMMENTS**

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| ***Financial*** |

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| ***Legal*** |

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| ***Academic*** |

The signatures below indicate that the University is satisfied that due diligence has been completed.

Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_