**Partnership Proposal Form**

**This form should be used for all new partnerships proposals (other than student exchange and study abroad). It covers the first two stages of the partnership development process and consists of four sections. Please refer to the Code of Practice for the Approval of Academic Partnerships for further information. If you are just starting the process, please complete Section A, and the Partnership Risk Assessment, and then submit to:** [**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

***Stage 1***

**Section A: Preliminary Partnership Evaluation** *(completed by Department/College):* This section gives a brief overview of the proposal and high-level risk profile of the partnership. It is designed to gather sufficient information to allow a preliminary evaluation of the proposed partnership, including its alignment to the University’s strategy. The information provided in this form is to enable the Pro-Vice Chancellor International and Sustainability, in consultation with the College Vice-Deans (International or Education), to understand and evaluate a proposal at the initial stage.

**Section B: Preliminary Partnership Evaluation Outcome** *(completed Pro-Vice Chancellor International and Sustainability):* This section confirms the outcome of the evaluation. For proposals being taken forward, it will set out the stages and information required, as well as timeframe, for developing the proposal

***Stage 2***

**Section C: Strategic Approval** *(completed by the Academic Lead* and ***submitted to SASCC via the College Vice Dean Education****)* This section is for consideration and approval for the partnership in principle by Strategic Approval Scrutiny Sub Committee (SASSC) for UGT/PGT and College Education Committee (CEC) for PGR.

**Section D: Strategic Approval Outcome** *(completed by Pro Vice-Chancellor Education- SASSC or the Deputy Dean (Academic Affairs) – CEC.*  This section confirms the outcome of SASSC or CEC and highlights issues to be addressed during programme development.

|  |  |  |
| --- | --- | --- |
| **Section A:** Preliminary Partnership Evaluation Form | Date received: | Click or tap to enter a date. |
| Submitted by (Name): |  |
| Date reviewed: | Click or tap to enter a date. |
| Reviewed by: |  |
| **Section B:** Outcome of Preliminary Partnership Evaluation Form | Date completed: | Click or tap to enter a date. |
| Completed by: |  |
| **Section C:** Strategic Approval Form | Date received: | Click or tap to enter a date. |
| Submitted by: |  |
| **Section D:** Strategic Approval Panel Outcome | Date completed: | Click or tap to enter a date. |
| Completed by: |  |

**SECTION A**

**Partnership Proposal**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Submission** | | | | | Click or tap to enter a date. | | | | | |
| **College** | | | | | Select College. | | | | | |
| **College Vice-Dean International** | | | | | | **Name** | Click or tap here to enter text. | | | |
| **Brunel Academic Lead**  **Partnerships Manager** | | | | | | **Name:**  **Title:**  **Email:** | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | |
| **Select Department** | | | | | | **Department** | | Choose an item. | | |
| **Partner Name** | |  | | | | | | | | |
| **Country** | |  | | | | | | | | |
| **URL** | |  | | | | | | | | |
| **Partner Contact (Academic Lead) or Key Contact** | | **Name:**  **Title:**  **Department**  **Email** | | | | | | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | |
| **Partnerships Type** | | Choose an item. | | | | | | | | |
| **Partner Information: Description of the partner including type, size, ranking and/or National League table position and relevant subject specific strengths for the proposed academic partnership** | | | | | | | | | | |
|  | | | | | | | | | | |
| 7**. Existing** **BUL**  **Agreement** | Choose an item. | | | 8**. Previous Connection**  **With BUL (agreement, and/or visit, and/or research, alumni, as applicable)** | | | | | |  |
| A **summary description and rationale for the proposed partnership and suggested programmes** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Key Benefits (including indicative student numbers and/or income)** | | |  | | | | | | | |
| **Proposed Financial Arrangements or Associated Costs – (Summary of Tuition Fees, Discounts, Set-Up Costs, Resources Costs, and operational costs.** | | |  | | | | | | | |
| **Summary Key Risks:**  **Please complete Risk Assessment Form and summarise the key risk here** | | |  | | | | | | | |
| **Please provide the names of UK** **HEIs working with the proposed partner or organisation** | | |  | | | | | | | |

**Please submit Form and Partnership Risk Assessment to:**

[**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**SECTION B:**

**Outcome of Preliminary Partnership Evaluation Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Preliminary Review** | | | Click or tap to enter a date. | | | | | | |
| **Recommendation** | | | | | | | | | |
| Risk Level | Choose an item. | | Approved | | Choose an item. | | | Progress to | Choose an item. |
| Reason for Rejection | | |  | | | | | | |
| Information Required for the next Stage  (highlight those required and indicate if more information is needed for any that have already been covered in section A – e.g., rationale for proposal) | | | Rationale for the proposal  The responsibilities of each party for:  admission;  delivery (including assessments);  student support;  student voice;  The academic structure  Student numbers  Entry criteria  Implications for any accreditation  Risk management for partnership breakdown  Environmental impact mitigation  Financial arrangements  Resource implications  Staffing arrangements  Minutes of College discussion and approval  Due Diligence (academic/ financial/legal)  Other | | | | | | |
| Visit Required | | Choose an item. | | If Yes, What Level | | | Choose an item. | | |
| Approval by Pro Vice Chancellor International and Sustainability | | |  | | | Click or tap to enter a date. | | | |
| Evaluation Response | | |  | | | | | | |

**Please submit Form to:**

[**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**STAGE 2 - SECTION C: Strategic Approval Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Submission** | Click or tap to enter a date. | | | | |
| **Attachments** | Due Diligence Information – Section 1 and 3 | | | | |
| Partnership Risk Assessment Form | | | | |
| Evidence of College Management Board Review/Approval | | | | |
| **College** | Select College. | | | | |
| **Vice Dean Education** | **Name:** | Click or tap here to enter text. | | | |
| **Brunel Academic Lead/Partnerships Manager** | **Name:**  **Title:** | Click or tap here to enter text.  Click or tap here to enter text. | | | |
| **Select Department** | **Department** | Choose an item. | | | |
| **Proposed Partner** | **Partner Name** | Click or tap here to enter text. | | | |
| **Country** | **Country** | Click or tap here to enter text. | | | |
| **Partner Key Contact** | **Name:**  **Title:**  **Email:** | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | |
| **Please indicate the Partnership Framework Model. See Approved Partnerships Framework** | | | | Choose an item. | |
| **Please summarise what SASSC is requested to consider with reference to the Approval of Partnerships Code of Practice (*100 Words Max)*** | | | | | |
|  | | | | | |
| **Outline the alignment with Annual College Plan and Brunel Strategic Priorities** | | | | | |
|  | | | | | |
| **Approval by College/Department/Division.** | | | Date Approved by | | |
| **Please provide a full description of the proposed partnerships Please include the academic rationale, the BUL programme title(s), or subject area, student profile (academic profile and EFL proficiency), the duration(s) of study in the UK and/or at the partner, teaching, assessment arrangements, supervision details, and all other information related to the provision or academic delivery of a programme in collaboration the partner.** | | | | | |
|  | | | | | |
| **Does the partner have the relevant disciplinary and professional expertise to provide inclusive teaching, learning, assessment, and supervision in the proposed subject area?** | | | | | |
|  | | | | | |
| **What is the role of the partner in the proposed delivery or provision of the programme? What contributions to teaching and assessment for taught provision, or supervision for postgraduate research provision will the partner make. Please provide an outline of the Partner’s Key Responsibilities** | | | | | |
|  | | | | | |
| **What are the proposed academic management arrangements at BUL for the proposed collaboration** | | | | | |
|  | | | | | |
| **What are the proposed financial arrangements for this partnership? Please provide details on (1) the proposed funding model for the partnership (2) proposed tuition fee per student (3) proposed annual income value of the partnership (4) development costs (5) operational costs (6) external funding/student funding.** | | | | | |
|  | | | | | |
| **Proposed Student Numbers Students Please provide preliminary market information (demand) and an indication of new enrolments for the years indicated.** | | | | | |
|  | | | | | Year 1:  Year 2:  Year 3:  Year 4: |
| **A Summary Resource Requirements. Please provide an indication of the resources at BUL and the Partner that are required for this partnership** | | | | | |
|  | | | | | |
| **Please comment on any relevant statutory and** **PSRB implications that are relevant to this partnership** | | | | | |
|  | | | | | |
| **Please comment on any significant risk associated with this partnership and how they will be mitigated (1) Political, Economic Social factors for operating in the country in which the partner is based (2) legal regulatory and statutory considerations (3) any risks associated with the proposed partnership that are evident or may emerge and how these will be mitigated.** | | | | | |
|  | | | | | |
| **What is the academic standing of the proposed partner (nationally/internationally)** | | | | | |
|  | | | | | |
| **How are the partner’s goal, mission, and values etc. compatible with Brunel?** | | | | | |
|  | | | | | |

**Please submit this form to the College Vice-Dean of Education with copies to** [**quality-officers@brunel.ac.uk**](mailto:quality-officers@brunel.ac.uk) **and** [**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**SECTION D: Strategic Approval Scrutiny Panel Outcome**

|  |  |  |
| --- | --- | --- |
| Programme and Award Title (if applicable) |  | |
| Type of Development requiring Strategic Approval |  | |
| College/Department(s) |  | |
| Level |  | |
| Date of Strategic Approval Scrutiny Panel Meeting |  | |
| **Outcome** | Recommend Strategic Approval |  |
| Recommend Strategic Approval to College Education Committee/Senate |  |
| Further Information required |  |
| Recommend rejection of Strategic Approval |  |
| Recommend to Senate that the programme be suspended or withdrawn |  |
| Comments: | | |
| **Notes approved by Chair of** **SASP-P** | Signature | |

**Return Form to College Academic Lead / Partnership Manager and the Global Engagement Office**