# **Partnership Due Diligence Report**

#  **Confidential to Brunel**

The Due Diligence Report consists of 5 Sections, that are **confidential** to Brunel. Section 1 must be completed for all partnerships. Section 2 must be completed for exchange partnerships. Section 3-5 must be completed for Joint Delivery Partnerships Frameworks.

Section 3-5 may be completed with information provided by the Partner in the Partner Due Diligence Questionnaire, and in conjunction with the Panel Site Visit Report and the Partner Institution Library and Resources Form where indicated. **Note** Sections 3-5 must be completed and submitted for the Academic Approval of the programme. The completed form should be returned to partnerships@brunel.ac.uk

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| College Vice-Dean InternationalForm Completed by [ ]  | **Name:****Title:****Email:** | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| Brunel Academic LeadPartnerships ManagerForm Completed by [ ]  | **Name:****Title:****Email:** | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| College | Select College. |
| BUL Department | Choose an item. |
| Date of Submission | Click or tap to enter a date. |
| Partner Name |  |
| Country |  |
| 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. |
| [Section 1: General Information](#_Section_1:_General) | Required for all partnerships |
| [Section 2: Exchange Partnerships Only](#_Section_2_:Information) | Required for Exchange Partnerships Only |
| [Section 3: Academic Due Diligence](#_Section_3:_Academic) | Required for all Joint Delivery Frameworks  |
| [Section 4: Financial Due Diligence](#_Section_3:_Financial) | Required for all Joint Delivery Frameworks for which BUL will enter into a financial arrangement with the partner institution (TNE and Delivery Support) |
| [Section 5: Legal Due Diligence](#_Section_4_Legal) | Required for all Joint Delivery Frameworks |
| Appendix 1 [Partner Due Diligence Questionnaire](#_Appendix_1_Partner) | The Partner Questionnaire may be completed by the Partner for Joint Delivery Framework Collaboration only. **The information provided by the partner can be used to complete to Section 3-5 of this Due Diligence Report** |

# **Section 1: General Information -** **Confidential to Brunel**

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| **Details Required** | **Comments** | **Reviewers Comment** |
|  | **The Registered Official Name of the Institution (Legal Entity)** |  |  |
|  | The Registered (Official) Address of the Institution |  |  |
|  | Website and social media. **Please provide URL and Social Media Links** |  |  |
|  | Digital Link to the institution’s prospectus/catalogue |  |  |
|  | Link to Mission Statement or equivalent |  |  |
|  | Evidence that the institution is an approved provider of higher education **Please provide a link or a document evidencing the approval or registration of the institution by the Ministry of Education or equivalent** |  | Is the Institution listed on UK ENIC (NARIC) – GEO to confirm Choose an item. |
|  | Funding Status of the Institution (Public or Private) | Choose an item. |  |
|  | What is the range of awards offered at the institution | Choose an item. |  |
|  | Is the proposed partner institution subject to a national quality assurance regime that this compatible with or similar to the QAA’s UK Quality Code for Higher Education – **Please provide the name of the agency that is responsible for the monitoring the academic standards in the territory of the institution** |  |  |
|  | Please indicate any relevant accreditation held by the partner institution **– e.g., AACSB, EQUIS, AMBA or other indicative accreditation bodies that are relevant to the collaboration.**  |  |  |
|  | How many students are currently studying at the proposed partner institution? (UG/PGT/PGR split by FT/PT) |  |  |
|  | Is approval from the Ministry of Education or other relevant regulatory body required for the proposed collaboration? |  |  |
|  | National and international reputation of the institution. General ranking, and subject specific ranking if relevant, |  |  |
|  | Please list any relevant UK Institutions that work in partnership with the proposed partner institution. |  |  |
|  | Is there an existing agreement with proposed partner institution **– if so, at what level (****MOU, Exchange, Study Abroad, Articulation (2+2 or 3+1+1), Postgraduate Taught (Progression 4+1, Dual 1+1\_1) Postgraduate Research, Other e.g., summer programme, internships)** |  |  |
|  | Please provide the (1) admission criteria at the partner, and (2) the BUL admission criteria relevant to the proposed partnership. |  |  |
|  | Provide the name and title of the Chief Executive Office **(e.g., Vice-Chancellor Chief-Executive/Rector)** | First Name, LAST NAME(s) (Title) |  |

# **Section 2: Information – Exchange Partnerships Only -** **Confidential to Brunel**

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|  | What is the criteria for participating in the proposed exchange partnership, including any language requirements for study outside of the UK? |  |  |
|  | Please outline the academic arrangements (Module Mapping and availability of modules) for this partnership. **Please refer to the Study Abroad Specification Form and provide a summary** |  |  |
|  | Where/how will student’s access support services at the proposed partner institution? **Describe the study resources available at the institution and identify contacts for Student Welfare, the International Office, Medical and Disability Services** |  |  |
|  | Please provide a summary of the student accommodation arrangements at Brunel and/or the partner institution for outbound BUL students |  |  |
|  | Please provide an indication (including links to) the proposed partner’s policies in force at the institution **for Assessment (Academic Regulations), Student Complaints, Health and Safety a Fire and Building Safety.**  |  |  |
|  | Does the proposed partner institution have compatible policies on equal opportunities and inclusion |  |  |
|  | Does the proposed partner institution have appropriate insurance arrangements in respect of its responsibilities and liabilities towards students, and Brunel University London? **Host organisations should have Public Liability Insurance or equivalent.**  |  |  |
|  | Will participation in the exchange impact upon the student’s ability to apply for professional registration |  |  |

# **Section 3: Academic Due Diligence - Confidential to Brunel**

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| **Details Required** | **Comments** | **Review Comments** |
|  | Is accreditation/recognition/government approval required for the University to deliver or offer the programme qualification within the territory of the institution. (a) ***What is the process for securing recognition? (b) will the qualification be recognised.* Any information provided by the partner should be verified with a Ministry of Education and or the British Council.**  |  |  |
|  | Confirmation and supporting evidence that the Organisation has the authority/legal right to confer dual awards. **Please supply evidence a link or copy of statutes, charter, national or regional legal permissions/regulatory frameworks).** |  |  |
|  | Will a UK professional body recognise the proposed award if offered in collaboration? **Relevant if existing Brunel provision is (a) accredited by professional or accreditation body (b) BUL seeks to extend the professional body status to the collaboration (c) has an impact on student’s ability to apply for professional registration.** |  |  |
|  | Please provide a summary of any recent QAA / PSRB / (or equivalent) review of the institution and include a reference to the most recent QAA (or equivalent) report if available. **Has the institution been externally reviewed by the Quality Assurance Agency (QAA) or an equivalent regulatory/ accrediting body?**  |  |  |
|  | How are academic standards set and maintained at the institution? **Outline Quality Assurance arrangements currently in place at the partner institution and provide a reference to the institution’s quality assurance policies (or equivalent) and academic regulations** |  |  |
|  | Confirmation that the College has received references from previous and/or reviewed the institution current UK HEI partners to ascertain the experience of other providers who have collaborated with the proposed partner.  |  |  |
|  | Provide a summary of the partner’s academic capacity (and experience) to deliver taught undergraduate/postgraduate provision in collaboration with Brunel. **Note: the proposed partner teaching staff engaged to teach and assess BUL provision will be appointed in accordance with the** [Appointing-Recognised-Supervisors-and-Teachers-Policy.pdf (brunel.ac.uk)](https://students.brunel.ac.uk/documents/Policies/Appointing-Recognised-Supervisors-and-Teachers-Policy.pdf) |  |  |
|  | Provide a summary of the partner’s administrative capacity to support the collaboration. **(1) Is BUL satisfied that the proposed partner would support BUL’s Quality Assurance Framework and regulatory expectations of the OfS (Office for Students) and HE sector best practice**  |  |  |
|  | Provide a summary of the learning and study resources available at the Organisation. **Note: Summarise information recorded in the Partner Institution Library and Resources Form and the Panel Site Visit Outcome Report** |  |  |
|  | Please provide a summary of the BUL library and learning and IT resources that will be required for this collaboration and how each resource will be accessed by the partner institution, and by students based at partner institution. **Are there any implications on Brunel’s licensing agreements for software and learning resources accessed off-campus in another country?** |  |  |
|  | Please indicate the student support services available to students and how students access support services at the partner institution**. Please provide a summary with reference to the Panel Site Visit Outcome Report** |  |  |
|  | Please provide evidence that the prospective partner can provide an appropriate and safe working environment for staff and students. **Provide a reference to Health and Safety Policy, Fire and Building Safety Policy or equivalent**  |  |  |
|  | Track record/experience of delivering PGR provision and numbers of PGR students.  **An outline of the institution’s experience of quality delivery at PGR level, notably PhD supervision. Note: that the partner research staff engaged to supervise BUL PhD students will be appointed in accordance with the** [Appointing-Recognised-Supervisors-and-Teachers-Policy.pdf (brunel.ac.uk)](https://students.brunel.ac.uk/documents/Policies/Appointing-Recognised-Supervisors-and-Teachers-Policy.pdf)***.*** |  |  |
|  | Supervisory Capacity and Expertise**Evidence of established experience and capacity for local supervision of PGR students***.* |  |  |
|  | Number of research active academic staff at the proposed partner institution? **How many will research supervision staff will be allocated to this partnership?**  |  |  |
|  | Are the research ethics of the institution consistent with those of Brunel? **Please provide refer to and provide a link to the institution research policy, research ethics policy or similar** |  |  |

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# **Section 4: Financial Due Diligence Confidential to Brunel**

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| **Details Required** | **Comments** | **Review Comments** |
|  | The audited accounts or *equivalent records* of the proposed partner institution for the last three years.  |  |  |
|  | Confirmation of the solvency of the proposed partner institution. |  |  |
|  | Details of all mortgages, charges or other security documentation affecting the proposed partner institution and copies of any documentation that may affect the proposed partnership |  |  |
| Note: The Dean of the College, Director of Finance (or designate) and/or the BUL Executive may indicate an alternative or additional evidence of financial due diligence for questions 1 -3 depending on the nature of collaboration. (proof of public funding status and ranking, credit rating resource) |
|  | Details of the tax status of the proposed partner institution  |  |  |
|  | Details of any double tax treaty between UK and **[proposed partner institution’s country]** |  |  |
|  | Details of any exchange control or currency rules affecting payments of foreign currency into or out of **[proposed partner institution’s country]**  **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 founds outside the jurisdiction, any exchange controls/currency regulations affecting payments, the taxation liability for the University e.g. local tax laws, any tax liability on payments out of the jurisdiction. If necessary, advice should be sought from the Ministry of Education in the** **jurisdiction, the British Council, the** **UKTI and or Embassy as required.**  |  |  |
|  | Details of any state or public sector funding applicable to the proposed partner institution. |  |  |
|  |  Details of any quotations or tenders that the proposed partner institution has submitted which are relevant to the proposed partnership. |  |  |
|  |  Details of all relevant grants, subsidies, payments, or allowances taken out by or granted to the proposed partner institution in relation to the proposed partnership. |  |  |
|  | Other than as required elsewhere in this questionnaire, please provide details of any liabilities that are relevant to the proposed partner institution or the proposed partnership. |  |  |

# **Section 5 Legal Due Diligence Confidential to Brunel**

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| **Details Required** | **Comments** | **Review Comments** |
|  |  Evidence that the proposed partner institution has the power to enter into the proposed partnership. **please provide evidence of approval/registration by the Ministry of Education (or equivalent)** |  |  |
|  |  A copy of the constitutional documents for the proposed partner institution (with any amendments which have been made) notarised if appropriate.  |  |  |
|  |  Details of the legal framework for the jurisdiction applying to the proposed partner institution in respect of the proposed partnership. |  |  |
|  | Is the institution VAT registered? Provide the VAT number |  |  |
|  | If the institution is a registered business in the UK, please provide the Company’s House Registration Number |  |  |
|  | Details of the organisation of education in **[proposed partner institution’s country – UKENIC Chart-Regulatory Descriptor]** for international collaborations |  |  |
|  | Please confirm the names all directors (Executive) of the legal entity. **Please provide an organogram of any corporate group structure if available**. |  |  |
|  | Details of all third-party rights in relation to the proposed partner institution relevant to the proposed partnership. |  |  |
|  | Confirmation that the proposed partner institution owns all its own real property in which delivery will take place. |  |  |
|  | Confirmation that the proposed partner institution owns all intellectual property rights of its staff and employees. **Please supply a reference to the institutions intellectual property policy or intellectual property policy statement** |  |  |
|  | Particulars of all insurance arrangements of the proposed partner institution relating to the proposed partnership. |  |  |
|  | Details of any collaboration with third parties that the proposed partner institution is currently involved with and, if any collaborations have recently terminated, an explanation of the reasons for such terminations. |  |  |
|  | Details of any of the following, which is recent, current, or known to be pending, threatened or possible in relation to the proposed partner institution or the proposed partnership: **(1)** Litigation or arbitration proceedings (as claimant or defendant); **(2)** Prosecution; **(3)** Investigation or inquiry by a governmental or official body. |  |  |
|  | Any recent legal judgements or pending legal action against the proposed partner institution? Legal status more generally? |  |  |

# **Appendix 1 Partner Due Diligence Questionnaire**

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SUBJECT TO CONTRACT

DUE DILIGENCE QUESTIONNAIRE FOR (INSERT PROPOSED PARTNER NAME)

Please supply the following information in respect of (INSERT NAME) (“the Organisation”). We suggest that you retain photocopies of the documents you send us. Please index the document and/or internet links to correspond with the numbering used below

Where the information to be supplied may constitute “personal data” or “sensitive personal data” pursuant to the Data Protection Act 2018, please ensure that, unless appropriate consent has been obtained from the data subject, the data is anonymised prior to its supply.

THE ORGANISATION

1. A copy of the constitutional documents for the Organisation (incorporating any amendments which have been made) (with English translation where appropriate) notarised where appropriate.
2. Evidence that the Organisation has power to enter into the proposed collaboration. (Ministry of Education Approval and/or other relevant information)
3. Details of the legal framework for the jurisdiction applying to the Organisation in respect of the proposed collaboration.
4. Details of the organisation of education in COUNTRY
5. The audited accounts or equivalent records of the Organisation for the last three years.
6. A copy of the management accounts or equivalent records of the Organisation since the end of the last accounting period.
7. Confirmation of the solvency of the Organisation.
8. Details of all mortgages, charges or other security documentation affecting the Organisation and copies of any documentation which may affect the collaboration.
9. Details of the tax status of the Organisation.
10. Details of any double tax treaty between UK and COUNTRY
11. Details of any exchange control or currency rules affecting payments of currency into or out of COUNTRY whether in UK £ sterling or otherwise.
12. Details of any state or public sector funding applicable to the Organisation
13. Details of any funding or sponsorship applicable to the proposed collaboration.
14. Details of all third-party rights in relation to the Organisation relevant to the proposed collaboration.
15. Confirmation that the Organisation owns all its own real property.
16. Confirmation that the Organisation owns all intellectual property rights of its staff and employees.
17. Particulars of all insurance arrangements of the Organisation relating to the proposed collaboration.
18. Details of any quotations or tenders which the Organisation has submitted which are relevant to the proposed collaboration.
19. Copies of all permits, authorities, registrations, licences, approvals and consents (whether granted by public or private authorities or otherwise) held by the Organisation and necessary to carry on both the Organisation or the proposed collaboration.
20. Details of any of the following which is current, or which is known to be pending, threatened or possible in relation to the Organisation or the proposed collaboration:
21. Any litigation or arbitration proceedings (whether as claimant or defendant);
22. any prosecution; and
23. any investigation or inquiry by a governmental or official body.
24. Details of all relevant grants, subsidies, payments or allowances taken out by or granted to the Organisation in relation to the proposed collaboration.
25. Other than as required elsewhere in this questionnaire, please provide details of any liabilities which are relevant to the Organisation or the proposed collaboration.
26. Details of any data protection requirements relevant to the Organisation or the proposed collaboration.
27. Details of any arrangements with staff or employees relevant to the Organisation or the proposed collaboration.
28. Details of how academic standards are set and maintained (Please include any details of any recent Accreditation or Quality Assurance Reviews or Reports
29. Please provide details and or links to the Organisations policies including, Academic Regulations, Admissions Policy, Student Assessment and Assessment Appeals Policies, Academic Misconduct Policy, Quality Assurance Policies, Research Policy, Student Complaints Policy, Student Support Policies, Health and Safety Policy.
30. Please indicate the number of research active and teaching staff at the Organisation, and how many in each category will be allocated to the proposed collaboration.
31. Please provide details of the learning and study resources available at the Organisation.
32. Please indicate the student support services available to students and how students access support services at the Organisation