**Partnership Approval Process Flowchart**

AQU provides information pack and requests due diligence form to be completed and returned with supporting evidence

[visit -12 weeks]

Partner accepts University terms and conditions in writing

[visit -14 weeks]

AQU consults with DQED and Institute on nature of approval process and due diligence required

Decision to proceed to formal approval

Decision not to proceed

Initial discussion with Director of Strategic Partnerships and AQU to advise on viability of proposal and process required for approval

Identification of potential partnership and assessment of business case and academic viability by Institute

Preliminary enquiries undertaken by Institute into the proposed partner from information publicly available and NARIC/British Council enquiries

Submission of Preliminary Enquiries Form to University Executive

Proposed partner informed of the formal approval processes, outline schedule for approval and requesting written acceptance of University standard terms and conditions

AQU makes arrangements for partnership approval visit

[visit -12 weeks]

AQU receives due diligence information from partner, and arranges for checks and follow up, and begins to draft initial partner approval report and partnership agreement [visit -8 weeks]

Documents circulated for partner approval visit

[visit -3 weeks]

Partner approval visit

Recommendation to Academic Board Partner organisation approved (with or without conditions/ recommendations)

Partnership referred pending further information

Partnership proposal not approved

Draft partner approval report circulated to approval panel and representative of partner’s organisation for comment/check on factual accuracy

[visit +2 weeks]

Partnership approval report submitted to ASQEC and Academic Board

Approval confirmed

Approval not confirmed

AQU finalises partnership agreement document and arranges for it to be signed and returned

Partnership added to collaborative register

AQU - Academic Quality Unit

ASQEC - Academic Standards and Quality Enhancement Committee

DQED - Director of Quality and Educational Development

January 2013