

Introduction

The standard term for a Collaborative Academic Partnership Agreement is usually for a 5-year period. However, regardless of the term of the Agreement, in the academic year prior to the expiry of the Agreement, a formal review process will be undertaken to confirm that the arrangement continues to be a good strategic and operational fit for the University.

1. Legal, Financial & Ethical Due Diligence

- 1.1 The CAP team liaises with the partner to collect evidence to re-establish the legal status of the organisation and their capacity to enter into a collaborative agreement with the University. The partner will be asked to highlight any changes since the last approval/review.
- 1.2 The CAP team will undertake the ethical investigations to consider if the partner is: -
 - a) Ethically well regarded
 - b) Ethically neutral
 - c) Ethically controversial.
- 1.3 If 'a' or 'b' above the proposal should progress to the next stage of gathering information as part of the Review. If 'c', the CAP team should consult with the Chair of the Partnership Committee before progressing with the Review process.
- 1.4 The CAP team liaises with the partner to collect financial documents to enable colleagues in the University Financial Services to undertake a review of the financial status of the organisation and produce a summary report.
- 1.5 The Director of CAP and the Assistant Director of Finance produces a report with recommendations on whether or not to proceed with the Review, based on evidence collected above and submits to the Pro-Vice Chancellor - Place and Engagement for a decision on whether to continue with the Review process. The Pro-Vice Chancellor will consider the report, consulting with relevant colleagues as appropriate.
- 1.6 If any concerns are raised at this stage, the Pro-Vice Chancellor - Place and Engagement will refer the report to the Partnership Committee to confirm whether to continue with the due diligence process or to terminate the partnership.
- 1.7 If approved to proceed, the Review process will continue with the Partnership Review Event where the partnership operations, quality assurance and delivery of the courses will be reviewed.

2. Partnership Review Event

- 2.1 A Partnership Review Event & Delivery Approval will be undertaken. See Partnership Review Event process.
- 2.2 The Partnership Review Event with any conditions and recommendations are submitted to the Quality & Enhancement Committee who will make recommendations, to be included in the final Due Diligence & Outcomes report which will be considered by the Partnership Committee for a final decision on the continuation of the partnership.
- 2.3 The Quality & Enhancement Committee will also make recommendations regarding the 'delivery' approval by the partner to be included in the final Due Diligence & Outcomes report.

3. Final Approval

- 3.1 Based on the outcomes of the above process, the Director of CAP will produce the final Due Diligence & Outcomes report with recommendations which will be submitted to the Partnership Committee for a decision on whether or not to continue with the partnership.
- 3.2 If the Partnership Committee agree to continue with the arrangement, the Director of CAP will arrange signature of a new Collaborative Academic Partnership Agreement by the University and the partner. Where the arrangement is for Apprenticeship delivery, an Apprenticeship sub-contractor agreement will also be required. This will be managed by the Employer Partnerships team.
- 3.3 Once the Collaborative Academic Partnership Agreement has been signed, the Quality Enhancement team will arrange for the University Collaborative Provision Register to be updated.

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Due Diligence Process for Partnership Reviews (Including Apprenticeship Sub-contractors)

