**University of Aberdeen**

**Partnership Proposal Form B**

This proposal form is to be completed by any staff wishing to set up a student-related partnership with another Institution or organisation (except for articulations leading to a single degree from UoA, study abroad and student exchanges which should follow [**Partnership Approval Process A**](https://www.abdn.ac.uk/staffnet/teaching/partnerships-approval-process-a-7186.php)). Once completed the proposal will be reviewed by the VP Internationalisation and VP Teaching & Learning to determine whether there is a sufficiently strong business case/strategic case for the partnership and the Quality Assurance Committee to determine whether it is likely that the quality of the academic provision can be assured. If approved in principle a draft agreement will be drawn up and form the basis of negotiations with the proposed partner. Students cannot be admitted on any collaborative programme until a fully executed, signed by both parties, agreement is in place.

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| **Part A Strategic approval** | | |
| 1. University of Aberdeen Contact | | |
| 1.1 | Type of collaborative partnership (See <http://www.abdn.ac.uk/staffnet/teaching/types-of-partnership-3887.php>) |  |
| 1.2 | Institution-wide or School/Discipline-specific? |  |
| 1.3 | Name and contact details of Proposer |  |
| 1.4 | School administration contact details (if School/Discipline-specific) |  |
| 1. Proposed partner | | |
| 2.1 | Name, full postal address and web address of proposed partner |  |
| 2.2 | Name and contact details of key contact at proposed partner |  |
| 2.3 | Where available, give overall academic standing of the proposed partner (league table position or equivalent) |  |
| 2.4 | Language of instruction at proposed partner |  |
| 1. Nature and rationale for partnership | | |
| 3.1 | Description of proposed partnership. Give as much detail as possible including the partner’s role, the proposed award(s), UG/PGT/PGR and area(s) of study (e.g. BSc Economics). Will an award be given by the partner, UoA or both? Specify if any of the areas of study fall within the JACS codes requiring an ATAS (Academic Technology Approval Scheme) Certificate (<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/atas-faq/faqs-universities>): |  |
| 3.2 | Are there any progression requirements for students transferring between the proposed partner and UoA or vice versa? What would happen if students failed to meet those requirements? |  |
| 3.3 | How does the proposed collaborative partnership align with the University’s Strategic Plan (<http://www.abdn.ac.uk/about/strategy-and-governance/strategic-plan-20152020-735.php>), and how will the partnership benefit the University? *Consideration can be made of research and/or teaching.* |  |
| 3.4 | When will the partnership start and how long is it planned to offer the partnership in the first instance? |  |
| 3.5 | How many students are expected to be involved? |  |
| 3.6 | What length of time will students be registered at the University of Aberdeen? At what stage of the degree, and as what type of student (e.g. visiting), will students be registered? |  |
| 3.7 | How will the success of the partnership be determined? *Consideration can be made of research and/or teaching.* |  |
| 3.8 | What risks may arise from this partnership and how will the UoA mitigate these risks? |  |
| 1. Financial arrangements | | |
| 4.1 | What resource will be required from the School? What impact will the proposed partnership have on the School’s teaching, research and administration? How will that impact be mitigated? |  |
| 4.2 | Is funding being applied for that is *contingent* on this partnership? *Please specify* |  |
| 4.3 | What is/are the estimated income and expenses/costs of the proposed partnership? If necessary attached full costings as an appendix. *nb* *overseas collaborations must not make use of S/HEFC resources and must therefore be self-financing on a full-cost basis.* |  |
| 4.4 | Are fee waivers or fee reductions being proposed? If so, give details |  |
| 4.5 | Is the proposed partner financially stable? |  |

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| **Part B Quality Assurance approval** *In order to answer some of these questions, proposers may need to refer to NARIC (*[*https://www.naric.org.uk/naric/*](https://www.naric.org.uk/naric/)*) or should contact the proposed partner’s equivalent of the Partnerships Unit/International office.* | | |
| 1. Quality of provision at Partner | | |
| 5.1 | Does the partner have experience of delivering comparable programmes at the same level? If not, what evidence is there that they are capable of delivering programmes to that level? |  |
| 5.2 | Are you aware of whether the proposed partner has, or has previously had, relationships with other UK higher education providers? If so, who and what is the record of such partnerships? |  |
| 5.3 | If the proposed partnership involves a partner from outside the UK, what evidence is there that the partner has an understanding of current practices in UK higher education (for example connection with external examining, assessment frameworks, and quality assurance arrangements)? |  |
| 5.4 | If the proposed partnership involves a partner from outside the UK, what are the in-country recognition/approval requirements relating to the partnership, e*.g. does the partnership require Government approval in addition to University approval*? What steps have been taken to address these? |  |
| 5.5 | Can you confirm that the proposed collaborative partner can contract legally with the University? *nb even if an Institution has degree awarding powers it may not be permitted to award, for instance, joint degrees.* |  |
| 5.6 | How does the proposed partner manage academic standards and the quality of the student learning experience? |  |
| 5.7 | Describe the proposed partner’s facilities, including teaching space. |  |
| 5.8 | How will the following be managed between UoA and the proposed partner:   * Recruitment (how will the opportunity be marketed) * Admissions (whose responsibility, how will entry criteria) * Teaching (who will provide this, how will UoA manage the quality of teaching provided by the partner, will the partnership involve any in-country teaching) * Assessment (who will undertake this; how will UoA manage the quality of assessment undertaken by the partner) |  |
| 5.9 | What support (pastoral support and academic guidance) will be provided to student(s) while studying at the partner institution? Who will provide that support, UoA or the partner? |  |
| 1. Policies and procedures | | |
| 6.1 | Does the partnership proposal involve a new or an existing programme? If an existing programme, will any adjustments be required for students undertaking the programme through this partnership route? *Remember to submit a new programme proposal or amendment through SENAS* |  |
| 6.2 | Has an external examiner been identified for the programme? If the programme is offered already will the same external examiner be used for students undertaking the programme through this partnership route? |  |
| 6.3 | Whose rules and regulations will apply while students are at the partner institution? If the partner’s, please summarise the difference between the partner’s rules and regulations and ours. |  |
| 6.4 | Does the partnership involve programmes that are accredited by a Professional, Statutory Review Body (PSRB)? If so, have they been consulted about the proposed partnership and will they accredit the collaborative programme? |  |

This form, once completed, should follow approval process B, i.e. it should be emailed to Vimal Subramanian ([vimal.subramanian@abdn.ac.uk](mailto:vimal.subramanian@abdn.ac.uk)).