International Partnership Approval Workflow

* This form is for new international teaching partnerships and renewals, including articulation, dual degree, and Transnational Education (TNE) involving in-country teaching.

**Internal** UoA Staff brings forward a proposal to the respective School

**External** partnership requests received sifted through the partnership triage process

**Ideation**: Proposal internally reviewed by Head of School and Dean for International Student Pathways & Progression for initial School interest

- School support to proceed given.

**Stage 1 – Initiation Consent:**
School/Dean submit Partnership Initiation Consent form to IAG clerk (vimal.subramanian@abdn.ac.uk)

- IAG gives Partnership Initiation consent.

**Stage 2**: Partnership Development, Due Diligence, Quality Assurance and preparing a draft contract with advice from Deans & Prof. Services

- **Partnership Development**: e.g., produce Business plan including delivery plan, marketing & financial plans, conduct resource assessment, and agree partnership model with proposed partner
- **Due Diligence**: Complete Legal & Regulatory compliance checks with R&I, Risk assessment, data transfer risk assessment with IG Team
- **Quality Assurance**: Secure Quality Assurance Comm. (QAC) approval
- **Initial drafting**: R&I prepares a draft contract based on standardised templates

- Contract draft finalised after QAC Approval given

**Finalising draft contract**: R&I finalises draft contract in consultation with School, Academic Services regarding QA aspects, other Professional Services as appropriate and the proposed partner.

**Stage 3 - Final approval from IAG**: Submit an agreement cover sheet, draft contract and IAG Approval form to IAG clerk (vimal.subramanian@abdn.ac.uk) for final approval of IAG. If necessary, IAG may refer to IPC for final approval, or the draft contract may need to be returned to the School & partner for clarification and/or further development of some elements.

- **IAG Final Approval given or IPC Final Approval given as appropriate**

- If NO approval given, then either redevelopment or escalation as required or NO further action

**After final approval by IAG/IPC, R&I arrange signing of final agreement by University and Partner Signatories**

- Partnership can be marketed, and Students may be admitted

* For Mobility-related partnerships that involve student exchange, study abroad or Erasmus-type agreements, please contact the Go Abroad team HERE and Research collaborations, please contact R&I Research Development Executive (RDE) HERE

Approved by International Partnership Committee (11 October 2022)