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

- If NO approval given, then NO further action
- If required improve based on IAG feedback
- 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 and support 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 the proposed partner.

**Due Diligence:** Complete Legal & Regulatory compliance checks with R&I, Risk assessment, PMO 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
- If NO approval given, then NO further action
- If required improve based on QAC feedback

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

- IAG gives recommendation to IPC

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

- 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

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*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 (23 May 2023)