# University of Aberdeen

**COLLABORATIONS LEADING TO AN AWARD (SINGLE, DUAL OR JOINT) OR CREDIT OF THE UNIVERSITY:**

**PROPOSAL FORMS (PARTS A, B, C AND D)**

## PART A. PROPOSAL

Part A should be completed for all proposals. This should be completed by the proposing School/College and should not be sent to the proposed partner. Before completing, please refer to Section 10 of the Academic Quality Handbook and to the Guidelines for Completion (Appendix 10.6).

Please complete the form in Word (ie type, do not handwrite).

### 1. CONTACT DETAILS

<table>
<thead>
<tr>
<th>Proposer (name of individual):</th>
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NB: It is expected that the proposer will take responsibility for the subsequent development of the proposal and, if the collaboration is approved, take on the role of Programme Co-ordinator for the duration of the Programme, liaising closely with the partner and with Academic Services in this respect.

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<th>Position:</th>
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<th>School/Section:</th>
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<tr>
<th>Proposed Partner Institution:</th>
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<th>Country:</th>
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<table>
<thead>
<tr>
<th>Name of Contact at Partner Institution:</th>
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<th>Email:</th>
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<table>
<thead>
<tr>
<th>Title and brief description of proposed collaboration and role of proposed partner:</th>
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<tr>
<th>Proposed start date:</th>
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<table>
<thead>
<tr>
<th>Signature: (Proposer)</th>
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<table>
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<tr>
<th>Date:</th>
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## 2. TYPE OF COLLABORATION

Please tick all that apply (boxes are Word check-boxes)

- [ ] Joint Supervision (single award)
- [ ] Joint Supervision (dual award)
- [ ] Joint Degree Programme
- [ ] Validation/Accreditation
- [ ] Distance Programme
- [ ] Articulation
- [ ] Student Exchange
- [ ] Other
3. LEVEL OF COLLABORATION
Please tick (boxes are Word check-boxes)

<table>
<thead>
<tr>
<th>University/Institutional wide</th>
<th>College to College/Faculty</th>
<th>School to School/Department</th>
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<tr>
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</tbody>
</table>

☐ Other (please specify):

Please complete 4a (for joint supervisions) or 4b (for all other collaborations).

### 4a. DETAIL OF PROPOSED JOINT SUPERVISION:
**TO BE COMPLETED FOR JOINT SUPERVISIONS LEADING TO A SINGLE OR DUAL AWARD**

1. Name of student:
   
   *Type your answer here.*

3. Title of thesis:
   
   *Type your answer here.*

4. Name(s) of supervisors:
   
   Aberdeen supervisor:
   Department:

   Partner supervisor:
   Department:
   Institutional Address:

2. Proposed award (eg PhD in Archaeology or Dual PhD in Geosciences):
   
   *Type your answer here.*

3. Who will be the awarding institution

<table>
<thead>
<tr>
<th>Aberdeen</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>Y/N</td>
</tr>
<tr>
<td>Dual</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

4. For dual degrees and where the partner is the awarding institution, can you confirm that the proposed partner is legally authorised to make such awards and that the award is not part of a serial arrangement?

*Type your answer here.*

5. Length of time to be spent at each institution:

Aberdeen:

Partner institution:

6. Does the area of study fall within the JACS codes requiring an ATAS (Academic Technology Approval Scheme) Certificate? If so, please specify.

*Type your answer here.*

7. Is funding being applied for that is *contingent* on this partnership? Please specify:

*Type your answer here.*

8. Is it proposed to offer fee waivers or fee reductions?

*Type your answer here.*

9. How is it anticipated that costs relating to the collaboration (e.g. travel for joint supervision; vivas; examiners; fee waivers), be covered and by whom? Please specify:

*Type your answer here.*
10. For dual degrees, please attach the partner’s regulations for the monitoring, progression and examination of postgraduate research students and awards (or paste a link):

11. Briefly, what is the reason for the partnership? Is there no expertise within the University?

### 4b. DETAIL OF PROPOSED COLLABORATION:
**TO BE COMPLETED FOR ALL COLLABORATIONS OTHER THAN JOINT SUPERVISION**

1. Briefly, what is the nature of and reason for the partnership?

   Type your answer here. State the nature of the collaborative partnership (eg joint degree) and a summary of the proposed partner’s role.

2. Specify which areas of the University’s Strategic Plan the collaboration aligns with ([http://www.abdn.ac.uk/documents/strategic-plan-2011-2015.pdf](http://www.abdn.ac.uk/documents/strategic-plan-2011-2015.pdf)), and indicate how the partnership might otherwise benefit the University?

   Type your answer here

3. List the target key performance indicators for the first year of the partnership:
   i. 
   ii. 
   iii. 

4. To your knowledge, are there any existing links with the proposed partner? Please specify the nature of these links: (If this proposal is for the renewal of an existing partnership, please indicate that here.)

   Type your answer here

5. What are the proposed award(s) and area(s) of study (eg BSc Economics)?

   Type your answer here


   Type your answer here

7. How long is it planned to offer the partnership in the first instance (e.g. number of initial cohorts; length of agreement)?

   Type your answer here

8. How many students will be, or are expected to be, involved?

   Type your answer here

9. Who will be the awarding institution and what type of award will be made (single or joint degree)?

   Type your answer here

10. For joint degrees, can you confirm that the proposed partner is legally authorised to make such awards?

    Type your answer here

11. Will the student(s) spend time registered at the University of Aberdeen. If so, how much time will they spend here, at what stage of the degree, and as what type of student (e.g. visiting)?

    Type your answer here
12. Will transfer of credits be involved?
Type your answer here

13. Is it proposed to offer fee waivers or fee reductions?
Type your answer here

14. How many School staff will/might be involved (academic and administration)? What impact will that have on the School’s teaching, research and administration? How will that impact be mitigated?
Type your answer here

15. Will there be a requirement for the recruitment of additional staff? Please specify:
Type your answer here

16. Is funding being applied for that is contingent on this partnership? Please specify:
Type your answer here

5. HEAD OF SCHOOL AND HEAD OF COLLEGE APPROVAL

<table>
<thead>
<tr>
<th>Signature: (Head of School)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature: (Head of College)</td>
<td>Date:</td>
</tr>
</tbody>
</table>

What to do now: Please complete a Risk Assessment (Part B). This should be completed for all proposals.

PART B. RISK ASSESSMENT

A Risk Assessment should be completed for each partner. This should be completed by the proposing School/College and should not be sent to the proposed partner.

In determining risk, please indicate the highest level of risk score (0, 1, 2, 3 or 4) that applies for each group. For example, if the collaboration involves administrative support and delivery of teaching, the score is 3.

Please complete the form in Word (ie type, do not handwrite).

1. PROPOSED PARTNER

Partner’s Status:
University (UG & PG) 1
University (UG only) 2
Publicly funded further education college 2
Private college/organisation/Other 3
Score: .................................

Partner’s Resources:
Large, well-resourced 1
Small, well-resourced 2
Any size, limited resources 3
Score: .................................

Partner’s expertise in this field:
Offers programmes at this level 1
Offers programmes at a lower level 2
No experience in this field/other  3
Score: .................................................

Partner’s previous experience of collaboration:
  UK only/UK and overseas  1
  Overseas only  2
  None  3
Score: ................................................................

Partner’s previous track record on quality:
  Very secure  1
  Secure  2
  Less secure  3
Score: ............................................................

TOTAL PARTNER SCORE:.................................

2. PROPOSED PARTNERSHIP

Role of Partner:
  Administrative support only  1
  Pastoral/student support only  2
  Supervision of students/Delivery of teaching  3
  Assessment  4
Score:

Type of Collaboration:
  Articulation  1
  Exchange/Joint supervision  2
  Joint UG/PG Degree Programme  3
  Validation/Accreditation/Other  4
Score:

Proposed Programme:
  Existing UoA programme currently running with different partner  1
  Programme currently running at UoA only  2
  Programme currently running at partner only  3
  New programme to be developed for the collaboration  4
Score:

Existing Collaboration:
  Renewal of existing successful collaboration  0
  Expansion of existing successful collaboration  1
  Renewal of less secure collaboration  2
  Expansion of less secure collaboration/No existing collaboration  3
Score:

School’s experience of collaboration (ie UoA School):
  UK and overseas  1
  UK only/Overseas only  2
  None  3
Score:
School's track record on quality (ie UoA School):

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very secure</td>
<td>1</td>
</tr>
<tr>
<td>Secure</td>
<td>2</td>
</tr>
<tr>
<td>Less secure</td>
<td>3</td>
</tr>
</tbody>
</table>

Score:

TOTAL PARTNERSHIP SCORE:

3. CONTEXT

Existing links:

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>UoA has existing successful teaching link with proposed partner</td>
<td>0</td>
</tr>
<tr>
<td>UoA has existing successful other link with proposed partner</td>
<td>1</td>
</tr>
<tr>
<td>UoA has no existing link with proposed partner</td>
<td>2</td>
</tr>
<tr>
<td>UoA has existing but ineffective link with proposed partner</td>
<td>3</td>
</tr>
</tbody>
</table>

Score: .................................................................

Location of partner:

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>UK Institution</td>
<td>0</td>
</tr>
<tr>
<td>European Higher Education Area</td>
<td>1</td>
</tr>
<tr>
<td>Other European</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
</tr>
</tbody>
</table>

Score: ........................................................................

Language of instruction/supervision:

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
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<tbody>
<tr>
<td>English</td>
<td>1</td>
</tr>
<tr>
<td>Not English</td>
<td>3</td>
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Score: ........................................................................

QA oversight in country:

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
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<tbody>
<tr>
<td>UK: reviewed by QAA</td>
<td>0</td>
</tr>
<tr>
<td>UK: other</td>
<td>1</td>
</tr>
<tr>
<td>Overseas: national programme recognition, approval not required for each programme</td>
<td>2</td>
</tr>
<tr>
<td>Overseas: approval required by national body or Not know</td>
<td>3</td>
</tr>
</tbody>
</table>

Score: ........................................................................

TOTAL CONTEXT SCORE:........................................................................

Please total the score for each of the three sections then insert them below.

<table>
<thead>
<tr>
<th>Section</th>
<th>Score</th>
<th>Low Risk</th>
<th>Medium Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Proposed Partner</td>
<td>insert score</td>
<td>1–6</td>
<td>7–10</td>
<td>11–15</td>
</tr>
<tr>
<td>2: Proposed Partnership</td>
<td>insert score</td>
<td>1–8</td>
<td>9–14</td>
<td>15–21</td>
</tr>
<tr>
<td>3: Context</td>
<td>insert score</td>
<td>1–5</td>
<td>6–9</td>
<td>10–12</td>
</tr>
</tbody>
</table>

What to do now:

1. **Joint Supervisions for research students leading to single or dual awards**: After Head of School and College approval, please scan and email Parts A and B to Academic Services at collaboratives@abdn.ac.uk.
2 **Proposals that are low risk in all three categories above:** Please complete Part C.

3 **Proposals that are medium or high risk in any of the three categories above:**

- **Accreditations, validations, joint degrees:** After Head of School and College approval, please scan and email all Parts to Academic Services at collaborative@abdn.ac.uk. If the proposal is given initial approval, Schools will be asked to submit Part C.

- **Articulations, Erasmus and non-Erasmus student exchanges, visiting students:** After Head of School and College approval, please scan and email all Parts to the International Partnerships Team at xxx@abdn.ac.uk. If the proposal is given initial approval, Schools will be asked to submit Part C.

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**PART C. BUSINESS CASE**

<table>
<thead>
<tr>
<th>1. ACADEMIC CONSIDERATIONS:</th>
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<tbody>
<tr>
<td>1. What is the overall academic standing of the proposed partner?</td>
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</table>

*Type your answer here*

Information to help demonstrate this might be found in national or international league tables. Evidence should also be provided from the most recent QAA Institutional Audit reports of the proposed partner (for UK partners) and from independent sources such as the British Council or the relevant Ministry of Education (for overseas partners).

<table>
<thead>
<tr>
<th>2. What is the proposed partner’s experience of delivering comparable programmes at the same level? If it does not have this experience, what evidence is there that the proposed partner is capable of delivering programmes to that level?</th>
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<tbody>
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This should draw on evidence such as the proposed partner’s learning and teaching strategy (or equivalent) and strategic plan.

<table>
<thead>
<tr>
<th>3. If the proposed partner has, or has previously had, relationships with other UK higher education providers, is the record of such partnerships acceptable?</th>
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<td><em>Type your answer here</em></td>
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Clarify whether the proposed partner has, or has had, any such relationships. Information can be obtained direct from the other institution or may be available in the most recent QAA Audit.

<table>
<thead>
<tr>
<th>4. 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)?</th>
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<tbody>
<tr>
<td><em>Type your answer here</em></td>
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</table>

Where a prospective overseas partner has, or has had, relationships with other UK awarding bodies, evidence may be gathered from these other partners. If the prospective partner has not had such relationships, evidence may be found in the prospective partner’s learning and teaching strategy (or equivalent) and strategic plan.

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<tr>
<th>5. What will be the quality management processes governing the partnership?</th>
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It would be expected that any prospective partner would have quality assurance mechanisms that are at least as robust as the University’s own. For validations, partners would be expected to adopt the University’s own processes. Key areas to consider include:

- What is the standard procedure for monitoring and developing taught programmes? (e.g. learning
6. How will academic and pastoral guidance and support be provided to students?

**Type your answer here**

Key areas to consider include:

- What sort of feedback do students get on their work and within what timescales? Is formative work undertaken?
- Are the details of the programme clearly articulated (e.g. learning outcomes, assessment criteria, progression)? If so, at what level (programme, level, course)?
- Are students given full information about learning and teaching matters and how (e.g. in a handbook)?
- What forms of academic support are students given and how (e.g. personal tutors, advisors of study)?
- What forms of pastoral support are students given and how?

7. Indicate how the partnership will ensure that overall learning support and infrastructure will facilitate students being able to meet the requirements of the awards

**Type your answer here**

Key areas to consider include:

- Is there a central unit to assist students in their learning and study skills (e.g. student learning service)? Is it staffed by learning specialists? What is the provision for students with learning disabilities?
- What is the scope and coverage of the library in the subject in question? Are the books current? What is the level of journal provision?
- What IT resource is there (e.g. PCs per student)?
- How accessible are the resources (e.g. opening hours, loan periods for books, helpdesk for IT, open hours for study skills, facilitation for students with a disability)?
- If the partnership involves research students, what will be the research support infrastructure in place to support these students?
- Are appropriate health and safety arrangements in place for staff and students?

8. Please indicate how the partnership will ensure that overall staffing will facilitate students being able to meet the requirements of the awards

**Type your answer here**

Key areas to consider include:

- What calibre of academic staff does the institution have? What level of qualifications do they have, and from where?
- Are the staff very new, experienced, or a spread?
- What is the staff–student ratio?
- How much support is there (e.g. technicians, clerical/administrative support)?
- What staff development is there and would the institution be open to further training in the context of Aberdeen provision if necessary?
- What is the English language competence?
- What is the institution’s recruitment and employment policy in relation to diversity and equality? Is it comparable with that at Aberdeen?
- What level of responsibility is it proposed should be devolved to the proposed partner (e.g. running tutorials, offering adviser support to students, supporting the application process)?
- How will any devolved responsibility be managed (e.g. evaluating staff CVs, qualifications and English language expertise; staff training, development and monitoring)?

9. If the proposed partnership involves a partner from outside the UK, what are the in-country recognition/approval requirements relating to the partnership? What steps have been taken to address these?

*Type your answer here*

Generally, one of these three will apply:
- 1. There is no in-country recognition or approval requirements.
- 2. There is no requirement to seek in-country recognition in order to deliver the proposed programme. However, for the programme to be recognised as a valid qualification in the country in which it is delivered, national recognition is needed.
- 3. Approval is required from a national body to deliver the programme.

- Whichever of these is the case, Schools should seek advice from an external agency on this issue (typically the British Council). Advice given should be provided within the proposal.
- If (2) applies, Schools should demonstrate how this recognition will be achieved, or why they are not seeking it and how students will be informed that the programme does not carry this recognition.
- If (3) applies, Schools need to demonstrate how this recognition will be achieved.
- Where recognition is being sought the proposal should outline the realistic timescale for gaining this.

10. If the proposed partnership involves a partner from outside the UK and instruction and assessment is to be in a language other than English, how will translation facilities to an appropriate standard be provided?

*Type your answer here*

Arrangements for ensuring that these facilities are in place can be briefly summarised here. Arrangements should be detailed in an annex to the Memorandum of Agreement and should include the respective responsibilities of the University and of the prospective partner.

**2. BUSINESS CONSIDERATIONS:**

11. Please provide evidence that the proposed partner is financially stable.

*Type your answer here*

Indicate the sources of income of the proposed partner (including the balance between public and private sources). Financial reports/published accounts for the last 3 years, and current forward plan, should be appended to the proposal to demonstrate that the partner meets this criterion.

12. Please indicate the estimated income and costs of the proposed partnership.

*Type your answer here*

Append a draft budget for the estimated income and expenditure of the proposed partnership. Budgets should follow the guidelines of the University Finance section and should include costs split into broad headings such as staff, travel, fee waivers, etc. Income should be actual or conservative.

13. Please indicate the legal status of the proposed collaborative partner, to demonstrate that it can contract legally with the University.

*Type your answer here*

Provide evidence of the legal status of the proposed partner (e.g. whether it has charitable status;
whether it is run or largely supported by the government) and its status with regard to approval/validation in its own country. Evidence must be from an independent source (e.g. for a UK HEI its last QAA Audit report or, for an overseas institution, from the British Council or Ministry of Education of the country of operation).

Where a proposed partnership will lead to a joint award with the partner organisation, provide evidence from an independent source that the proposed partner has the legal capacity to make awards at the level proposed in the partnership, and that the partner has the authority to make joint awards. (Capacity to make an award at a given level does not necessarily mean that the organisation has the authority to make a joint award.)

14. What mechanisms will be in place to ensure the accuracy of all public and publicity information (print and electronic) and promotional activity relating to the partnership?

Type your answer here
These mechanisms should be detailed in an annexe to the draft memorandum of agreement, and can be briefly summarised here.

15. What mechanisms will be in place to ensure the effective management of the partnership, including providing a named contact, and communication regarding procedures and timelines?

Type your answer here

16. Please use the following section to outline any additional evidence to support the proposed collaboration.

Type your answer here

What to do now:

**Accreditations, validations and joint degrees:** After Head of School and College approval, please scan and email all Parts to Academic Services at collaborative@abdn.ac.uk. If the proposal is approved, Schools may be asked to submit Part D.

**Articulations, Erasmus and non-Erasmus student exchanges and visiting students:** After Head of School and College approval, please scan and email all Parts to the International Partnerships Team at collaborative@abdn.ac.uk. If the proposal is approved, Schools may be asked to submit Part D.
PART D. RESOURCE IMPLICATIONS FOR PROPOSED COLLABORATIVE ARRANGEMENTS

Resources Forms may be requested for all proposals other than joint supervisions. If requested to do so, Schools should send a copy of this form to the Heads of Service of each of the following areas for completion:

- University Finance
- University Library
- Information Technology Services
- Registry
- Student Recruitment and Admissions
- Any other University service providers relevant to the proposed collaboration

A copy of the initial Proposal Form should be attached to ensure that service providers are aware of the proposal and can confirm that there are no resource implications, or that resource implications have been addressed.

For completion by the proposing School/College:

To: ...........................................................................................................................................(Head of Service)

Service: ........................................................................................................................................

From: .........................................................................................................................................(Head of School/College)

Title of collaborative proposal: ........................................................................................................

For completion by the Head of Service:

I confirm that I have seen the Proposal Form for the named collaborative partnership and:

☐ I am satisfied that there are no resource implications for the Service.

☐ I have identified resource implications that can be met from existing resources.

☐ I have identified resource implications that cannot be met from existing resources (see attached sheet).

Please check applicable box and attach documentation as required.

Signature: ................................................................................................................................. Date: .................................................................

Please return the completed form to the proposing School/College.