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

GUIDELINES FOR COMPLETION OF PROPOSAL FORMS
(see Section 10.3 and Appendices 10.1, 10.2 and 10.5)

Guidelines for completion

1. It is recognized that before completing the Proposal Forms (Appendix 10.5) there may be a need for discussions with the prospective partner. However, if such discussions take place it is imperative that it is made clear to the prospective partner that such discussions constitute an initial sharing of information only – not negotiations – and that any proposal to establish a collaborative partnership will be subject to approval in accordance with the University’s policies and procedures.

2. Before completing the forms, please refer to Section 10.3, the definitions of collaborative arrangements in Appendix 10.1 and the checklist for those considering collaborations in Appendix 10.2.

3. Please note that not all questions will be relevant to all types of proposal so not all questions need be answered.

4. Whatever the type and potential risk of the proposal, proposers should show due diligence in determining which questions are relevant to the collaboration envisaged and what assurances are needed.

5. Within the forms are prompts for the type of issues that should be considered though some proposals might require issues to be addressed that are not included in the prompts.

6. Information regarding prospective partners can be found in national or international league tables, the most recent QAA Audit or from independent sources such as the British Council and the relevant Ministry of Education. Evidence from the prospective partner’s strategic plan or learning and teaching strategy may be relevant. Information on the partner’s existing or previous collaborations may be available from the partner’s web pages and in the most recent QAA Audit.

7. For proposals for accreditations, validations and joint degrees, see also the requirements in Appendix 10.7.

Which forms to complete

8. Joint supervisions of research students leading to single or dual awards:
   Complete Parts A and B.

9. Proposals that are low-risk in all three categories
   Complete Parts A, B and C. If the proposal is approved, Schools may be asked to submit Part D.

10. Proposals that are medium- or high-risk in any of the three categories
    Complete Parts A, B. If the proposal is given initial approval, Schools will be asked to submit Part C. If the proposal is then given full approval, Schools may be asked to submit Part D.