**QF8a: Request for New Collaborative Partner**

Strategic Planning Approval in Principle

*This form is to be completed by the proposer of a new partnership arrangement in consultation with the Partner Institution, Legal Services Team and the HOS. The completed form will be presented to Rectorate Team for consideration.*

Overview

|  |  |
| --- | --- |
| Name of Proposed Partner |  |
| Name and contact details of the link person at the proposed Partner Institution |  |
| Nature / type of proposed collaboration |  |
| Title of the courses concerned |  |
| Proposed start date |  |
| Approximate numbers |  |

Detailed information about the proposed partnership

|  |
| --- |
| Academic Information  *Please provide details about the proposed collaboration including but not limited to*  *Does this involve existing or new provision?*  *How will the provision be delivered?*  *What is the extent of the partner’s involvement?*  *If an overseas partner, does the course/partnership require in-country approval?* |
| Is there an existing relationship with the Proposed Partner? |
| What is the institutional standing of proposed partner? |
| What is the Strategic Motivation for Liverpool Hope in entering into the proposed partnership? |
| How will the collaboration maintain or improve the academic profile of the University? |
| Are the collaborative partner’s values commensurate with the University's Mission and Values? |
| Management and Monitoring of the collaboration  *Please indicate how the collaboration and management of the provision will be managed and monitored by the University (and, where applicable, partner institutions).* |

**Financial Considerations/Business Plan**

Please attach a provisional costing for the proposed arrangement and the fee to be charged to the partner/students. The costing needs to reflect the true cost to Liverpool Hope (not just to the School/Department) of embarking on and maintaining the arrangement.

A business plan should be developed by the School/Department - the relevant Finance Officer can advise on an appropriate format and requirements. As a minimum the business plan should:

* include a projected income and expenditure account;
* include market research to make accurate forecasts of the likely student demand;
* identify all costs to be included in the budget, including marketing and legal costs.
* indicate the costs of termination and contingency, including the costs of teaching out if the partnership terminates;
* include ongoing costs in relation to the oversight of the provision and the costs associated with ARE and periodic review of partnerships;
* take account of any statuary financial obligations including partner jurisdictions, tax regulations, licensing and PSRBs.

Proposed Partnership Risk Assessment

Please indicate the level of risk (reputational, financial and/or strategic) associated with the proposed partnership by completing the table below:

Enter the score awarded for each identified risk in the ‘Score’ column

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identified Risk** | **Low Risk: 1** | **Medium risk: 2** | **High Risk : 3** | **Score**  **1, 2 or 3** |
| Geographical location of proposed partner | UK | European | International |  |
| Proposed partner’s capacity to contract | Publicly funded HE / FE (UK) | Privately funded HE / FE (UK) | Other |  |
| Proposed partner’s educational context | UK based HE system | European / Commonwealth based HE system | Other |  |
| Student language at the proposed partner | UK or overseas – English first language | UK based – English second language | Overseas – English second language |  |
| Language of delivery for the proposed course | English | Combination of English and other | Other |  |
| Proposed partner’s resource capacity to support the partnership | Large, well resourced | Small, well resourced | Limited resources |  |
| Role of proposed partner | Dual Award  Joint Delivery  Joint Award  Flying Faculty | Franchise arrangement Validation agreement  Articulation Agreement  Study Aboard/Exchange | Serial Arrangement |  |
| Proposed partner’s academic expertise | Courses at this level | Courses at a lower level | No experience in this field |  |
| Proposed partner’s previous experience with UK HEIs | At this level | At a lower level | None |  |
| Proposed partner’s quality assurance system or agency | UK QAA | European based QA system | International based QA System |  |
| Proposed partner’s capacity to provide appropriate datasets which align with the University’s data management system | Alignment with the University’s  data management system | Partial alignment to the University’ data management system | Datasets not aligned |  |
| Total Risk Score: | | | |  |
| 11-15 low risk  16-20 medium risk  21-33 high risk | | | |  |