

ACADEMIC PARTNERSHIPS APPROVAL PROCESS

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Following identification of a potential new or, when renewing an existing partner, the School(s), will start to gather relevant information and initiate negotiations with the partner Institution(s).

Quality and External Partnerships (Q&EP)/Go Global to be consulted in the production of the partnership agreement.

School (lead for multi-School partners) completes Stage 1: Proposal Process for Approval of Academic Partnerships (Business Case).

Stage 1 passed to Director of Learning & Teaching (DLT)/Director of Research (DoR), School Financial Controller and Head of School (HoS) for review and approval.

HoS confirms that a visit to the partner Institution(s) should take place.

School (lead for multi-School partners) undertakes visit and completes Stage 2: Visit Report & Risk Assessment

School (lead for multi-School partners) drafts agreement in collaboration with the partner Institution(s) and Q&EP/Go Global.

School (lead for multi-School partners) completes Risk Register in conjunction with Q&EP/Go Global and Risk and Audit Management, where appropriate.

Stage 2, risk register and agreement passed to Director of Quality (DoQ), DLT/DoR, HoS and others, as appropriate, for review and approval.

All documentation submitted to Q&EP/Go Global for University approval (Stage 1, Stage 2, Risk Register, final version of the agreement).

Following University approval, Q&EP/Go Global sends the agreement the partner(s) for signature.

On receipt of the signed agreement from the partner, Q&EP/Go Global will update the system and inform the relevant School(s).

References and Further Information

Forms and Guidance: www.hw.ac.uk/services/academic-registry/quality/external-partnerships.htm

Contact: quality@hw.ac.uk (ALPs, Articulation, Collaborative Partners) or Steve.Watson@hw.ac.uk (Exchange Partners)

Quality Assurance Briefing Papers

This briefing paper has been produced by the Academic Registry and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.