

When identifying a new - or renewing an existing - partnership, Schools should gather necessary information and engage relevant teams early for support and guidance. The approval process for academic partnerships varies by type and more details are available via the Resources section below. Here's a streamlined guide to navigate the process:



INITIAL PROPOSAL

Submit partnership proposal, endorsed by the School's management team, to the **Partnership Management and Approval Group (PMAG)**. This includes the business case, initial due diligence, and proposed academic programme details.



ACADEMIC APPROVAL

New HWU or collaborative programmes require submissions to both the **School Studies Committee** and the **University Studies Committee**. PMAG partner approval is reported to the Programme Management Board (PMB).



OPERATIONAL PLANNING

Collaborate with the Academic Quality (AQ) Academic Partnerships team to map out the student and programme lifecycle. AQ will ensure all necessary services are involved in operational planning, which then informs the preparation of the legal agreement.



LEGAL APPROVAL

Working with relevant teams, complete as required:

- Risk Register (approved by Assurance Services)
- Data Processing/Data Sharing Agreement (approved by Information Governance)
- Legal Contract (approved by Legal Services)
- Additional approvals as required by HWU Financial Regulations



REVIEW AND FINALISATION

Share drafts of the legal contract and data protection agreement with the partner for feedback. Any suggested amendments require approval from Governance & Legal Services prior to signing.

Finalise documentation for submission to Governance and Legal Services for final University approval and authorisation.



RECORD UPDATING

On receipt of the signed agreement from the partner, Academic Quality/Global Student Office will update records and inform the relevant School(s).

Resources and contacts

- [Academic Partnerships SharePoint Hub](#): Access guidance, key contacts, and application forms
- internationaldevelopment@hw.ac.uk: Contact for support with international articulations, progressions, or collaborative programmes
- studentrecruitment@hw.ac.uk: Email for information about Study Abroad (visiting student) arrangements
- goglobal@hw.ac.uk: Reach out for exchange partnership enquiries
- assurance@hw.ac.uk: Get in touch for assistance with Risk Registers

