

**ANNEX 4: Collaborative Partnerships - Preliminary Enquiries Form**

To be read in conjunction with the [Partnership Approval Process](https://www2.worc.ac.uk/aqu/documents/Partnership_Approval_Process.pdf) and to be completed by the School making the request.

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| **1.1 School** |  |

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| **1.2 Name of prospective partner institution/organisation:** |  |

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| **1.3 Contact details of prospective partner institution/organisation:** |  |

**2. Type of Organisation**

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| **2.1 Give brief details of the nature of the organisation/institution and its funding. Include the size and nature of the organisation and how long it has been established.**  [Eg is it an HEI, FEC, private sector organisation, registered company or charity etc; is it for profit/not for profit etc.] |  |

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| **2.2 Does the organisation have its own degree awarding powers?** |  | Yes |  | No |

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| **2.3 What experience of HE delivery does the organisation have?**  [Give indication of extent, level and for how long it has delivered HE, and whether it has experience of UK HE, and if so in what capacity.] |  |

**3. Potential collaboration**

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| **3.1 What is the nature of the proposed collaboration?**  [Indicate the type of partnership proposed: eg joint award, dual award, franchised, validated, articulation, offsite delivery, learner support etc, and role of proposed partner in the collaboration.] |  |

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| **3.2 Please give outline details of the proposed academic programme that will be the subject of the collaboration.**  [Nature and level of the award, discipline, potential number of students, language of students etc.] |  |

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| **3.3 What contact and discussions have there been to date?**  [Who has been involved in discussions on behalf of UW, over what period, visits to potential partner etc.] |  |

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| **3.4 What are the benefits to the University of entering into the proposed partnership?**  [Indicate how the proposal fits with University/School Strategic Plan and strategy/ policy on collaborative partnerships, and how staff/students will benefit.] |  |

**4. Initial assessment of proposed partner**

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| **4.1 Do you regard the mission/ objectives/strategy of the organisation to be broadly compatible with UW?**  [Indicate on what basis this judgement is being made, eg discussions and/or documents seen.] |  |

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| **4.2 What is the financial status and current standing of the organisation?**  [This may necessitate direct questions of the proposed partner, including whether the organisation has independently audited accounts, whether in good financial standing etc. NB The partner should be made aware that the University will conduct financial checks before it proceeds with the partnership. This requirement does not apply to UK HEIs and some internationally recognised organisations.] |  |

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| **4.3 What is your initial assessment of the appropriateness of staff for purposes of proposed collaboration?**  [Indicate on what basis this judgement is being made.] |  |

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| **4.4 What is your initial view of the appropriateness of facilities and learning resources for the proposed collaboration?**  [Indicate basis on which judgement is being made.] |  |

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| **4.5 What systems (internal and/or external) are in place to assure the quality of staff and the student experience?**  [This will normally be ascertained through initial discussions.] |  |

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| **4.6 What is the public reputation/ standing/record of the organisation in relation to quality?**  [Refer to any external assessments in public domain where relevant.] |  |

**5. Forward planning**

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| **5.1 Are there any potential issues in taking forward the proposal?**  [Eg conflicts of interest, timing, financial, PSRB involvement, national endorsement of programme required etc.] |  |

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| **5.2 To what extent have discussions covered financial arrangements and approval processes?** |  |

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| **5.3 What are the likely costs to the University and what is your initial assessment of the financial viability of the proposed arrangement?** |  |

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| **5.4 What is the proposed commencement date for the partnership and the proposed commencement date for the collaborative activity?**  [NB discussion should make clear that these are separate processes and partnership approval is without prejudice to the separate process of programme approval.] |  |

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| **5.5 Is there a memorandum of intent required at this point?** (i.e. a formally signed agreement to pursue the collaboration.) |  |

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| **5.6 Are there any significant risks (reputational, financial, quality related) to the University in taking forward this proposal?**  [Give summary and indicate how these might be managed if appropriate.] |  |

**6. International recognition and context** (for international links only)

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| **6.1 Does the British Council list the organisation as government- recognised?** |  | Yes |  | No |

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| **6.2 Does NARIC list the organisation and/or relevant awards?** |  | Yes |  | No |

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| **6.3 What is the legal standing of the organisation in its own country?**  [Eg are there legal or regulatory requirements that have implications for the collaborative activity proposed?] |  |

**7. Other relevant information**

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**8. Signatures**

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| **8.1 Head of School** | | | |
| Signed: |  | Date: |  |

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| **8.2 Director of Quality and Educational Development** | | | |
| Signed: |  | Date: |  |

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| **8.3 Director of International** (for International Partnerships) | | | |
| Signed: |  | Date: |  |

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| **8.4 Deputy Provost** (for UK Partnerships) | | | |
| Signed: |  | Date: |  |